

SAN JOAQUIN COUNTY

OCCUPATIONAL OUTLOOK REPORT

2002-2003





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This publication is a product of the California Cooperative Occupational Information System (CCOIS), sponsored by the San Joaquin County WorkNet System, the State of California Employment Development Department, and the California Occupational Information Coordinating Committee.



WINE GRAPES

Photo by Connie Castinetta

The lushness and beauty of valley grapes on the vine are captured in this photo by Connie S. Cassinetta, San Joaquin County Media and Communications Officer.

Located on Copperopolis Road in San Joaquin County, this field of Cabernet Sauvignon grapes is owned by grower Richard Dondero. The morning sun caught perfectly the true beauty of the light and dark purple against the crisp green background of grape leaves.

Agriculture plays a huge roll in the County's economy. In the 2001 Annual Crop Report published by the Agricultural Commissioner's Office, the gross value of agricultural production for 2001 was apx. \$1.4 billion. Grapes were the second leading crop in the county and accounted for 18% of the county's gross value in agricultural production, totaling more than \$242 million. Countywide, about 44% of the agricultural land in production is planted in grapes

ACKNOWLEDGEMENTS

For their contribution to this report, the Workforce Investment Board of San Joaquin County would like to thank:



- The employers who completed over 350 questionnaires and responded to our interviews during the 2002/2003 survey cycle.
- The educators, trainers, union representatives, and other "community intermediaries" for their response.
- The LMID/CCOIS staff: Marta Adint-Weeks, Site Analyst; Pedro Gomez, Contract Analyst and Fernando Pina, Unit Manager.
- The staff of the San Joaquin Workforce Investment Board; Mike Miller, Administrative Services Manager; Suzanne Welch and Isabel Pinon, Survey Technicians.
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102	Telephone & Cable TV Line Installers & Repairers

Occupations studied in 2000

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108	Automotive Mechanics
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112	Bill & Account Collectors
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179	Secretaries,Except Legal & Medical
180	Traffic, Shipping & Receiving Clerks
181	Truck Drivers-Heavy or Tractor Trailer
183	Truck Drivers-Light,Including Deliver & Route Workers
184.....	There is no current information regarding local training available for these occupations:
	Hand Packers & Packagers
	Stock Clerks-Stockroom, Warehouse & Storage Yard

Training Opportunities for Occupations studied in 2001

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191	Helpers-Electricians & Powerline Transmission Installers
192	Pharmacists
193	Plumbers, Pipefitters & Steamfitters
194	Social Workers-Medical & Psychiatric
195	Telephone & Cable TV Line Installers & Repairers
196.....	There is no current information regarding local training available for these occupation:
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	Claims Examiners-Property & Casualty Insurance
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	Dental Hygienists
	Hotel Desk Clerks
	Insurance Claims Clerks
	Maids & Housekeeping Cleaners
	New Accounts Clerks
	Order Fillers-Wholesale & Retail Sales
	Painters,Paperhangers-Construction & Maintenance
	Pharmacy Aides
	Sheet Metal Workers

Training Opportunities for Occupations studied in 2000

200	Assemblers & Fabricators
201	Automotive Mechanics
202	Bakers-Bread & Pastry
203	Bill & Account Collectors
204	Bus Drivers-School
205	Combined Food Preparation & Service Workers
206	Cooks-Restaurant
207	Financial Managers
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212	Medical Assistants
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216	Residential Counselors
217	Sales Agents & Placers-Insurance
218	Systems Analysts-Electronic Data Processing
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ALPHA LISTING OF OCCUPATIONS & TRAINING

Occupations

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Training

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INTRODUCTION

The information presented in this Occupational Outlook Report (OOR) was collected and analyzed through a partnership between state and local agencies between January, 1999 and November, 2002. Staff of the San Joaquin County Workforce Investment Board (WIB), with assistance from the California State Employment Development Department (EDD) Labor Market Information Division (LMID), prepared this material.

The goal in gathering labor market information is to match the labor needs of employers with the skills of job seekers and to provide occupational information to firms that want current classification of wage scales and employment trends for economic development purposes. The LMI program helps to accomplish these tasks by providing specific, localized and current information that can be used by local users, including employers, trainers, educators, economic development organizations, and job seekers to make better training and labor market decisions. Some possible uses are listed below.

- **Career Decisions:** Career counselors and job seekers can make informed choices based on skills, abilities, interests and educational occupation requirements. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment and training.
- **Program Planning:** This report provides local planners and administrators with employment, training, and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs or to plan new programs.
- **Curriculum Design:** Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.
- **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages useful in determining the potential for business growth and development in our area.
- **Program Marketing:** Schools and other training providers can more effectively market their programs by informing students, employers, and others that the chances for job placement are greater because their training programs are developed using reliable local occupational data.
- **Human Resource Management:** Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

All information in this report applies specifically to San Joaquin County unless otherwise indicated. For more information, please contact the LMI Unit in San Joaquin County's EEDD Contracts Management/Planning and Evaluation Division at (209) 468-3500.

For further information on the California Cooperative Occupational Information System (CCOIS), please refer inquiries to EDD/LMID at (916) 262-2162.



SAN JOAQUIN COUNTY PROGRAM IDENTIFICATION



GOVERNING BOARD

The San Joaquin County Workforce Investment Board (WIB) is a 33-member board composed of community leaders in the business industry, education, labor, economic development agencies and community-based organizations. The board sets policies and manages the programs under the federal Workforce Investment Act (WIA).

With the direction of the Board, in cooperation with the County Board of Supervisors, the WIB develops job training and placement programs designed to benefit both WIA participants and San Joaquin County's employment needs.

THE WIB MEMBERS ARE :

Daniel Schroeder - Chairperson

Albert Nunes - Vice Chairperson

Eduardo E. Aguirre, Agustin A. Beltran, Connie Cochran, Carl Crug, Lawrence A. DeRicco, Kimball Dreiling, Phil Frieders, Jessie Garza-Roderick, Peter Gregerson, Corky J. Hull M.D., James Janus, Ann Johnston, Sandra Larranaga, Michael E. Locke, Michael E. Menzel, Sheri Oneto, George L. Ortiz, Cal Thomas Parker Sr., Antonio V. Pizano, Raymond Recinos, Connemara Reisinger, Julian Sepulveda Jr., John M. Solis, Cynthia M. Summers, Richard Tutt, John R. Vera, Tony G. Washington, Fredrick A. Wentworth and Ernest Williams.

THE WIB YOUTH COUNCIL

The WIB Youth Council is a division of the Board responsible for providing direction for the policies and programs related to services for 14-to-21 year-olds. The Youth Council members are: Jessie Garza-Roderick—Chairperson, Fredrick A. Wentworth—Vice Chairperson, Nicolas Cademartori, Dr. Mary Ann Cox, Su Dao, Priscilla Mikaio, Richard Soto, Stewart Wakeling, Peter Gregerson, Tony Washington, Antonio Pizano, Raymond Recinos, Julian Sepulveda, Jr., Orlando Casillas and Candace Blue.

THE 2002-2003 LABOR MARKET INFORMATION STEERING COMMITTEE

The 2002-2003 Labor Market Information Steering Committee is a joint effort on the part of the WIB and the County Board of Supervisors. The Steering Committee members are: Susan Drake—Employment Development Department, San Joaquin County (EDD); Rob Vasquez—San Joaquin County Human Service Agency (H.S.A.); Frank Ferral—Greater Stockton Chamber of Commerce; Dr. Hazel Hill—San Joaquin Delta Community College; Michael Locke—San Joaquin Partnership; Mike Miller—San Joaquin County WorkNet; Connemara Reisinger—Goodwill Industries of San Joaquin County; Marta Adint-Weeks—EDD/LMID, Sacramento; Randy Ruby—Builder's Exchange of Stockton, Inc.; Steven Romero, Cal State Stanislaus, Stockton; Sharon Simas—Service First; Jan Truscott—San Joaquin Delta Community College (SJDC) and Beverly Hunter—San Joaquin County Office of Education.

THE SAN JOAQUIN COUNTY WORKNET SYSTEM

The San Joaquin County WorkNet System is a partnership of agencies with a common goal of serving employers and job, education and training seekers in San Joaquin County. The WorkNet system incorporates California's One-Stop Vision of workforce preparation as a whole, and the role it plays in economic development. Please visit our web site: www.sjworknet.org.

THE ONE-STOP VISION IS BUILT UPON FOUR GUIDING PRINCIPLES:

1. The One-Stop system will be an integrated system, offering as many employment, training, and education services as possible for unified customer service.
2. It will offer its primary customers (employers and those seeking jobs, education, and training) a comprehensive array of useful information and easy access to needed services.
3. It will be customer focused and able to support informed choice by providing customers the opportunity to judge the quality of these services.
4. It will be performance based with goals and methods for measuring outcomes.

OCCUPATIONAL SKILLS (CLASSROOM) TRAINING:

A program offered through contractual agreements with public and private agencies to provide training and placement assistance in a variety of vocations.

ON-THE-JOB TRAINING (OJT):

A program that provides incentives to employers hiring and training employees through the WorkNet system.

DISLOCATED WORKERS PROGRAM:

A program specifically designed to assist persons who are about to be or have been laid off as a result of plant closing or consolidations.

CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS (CALWORKS):

A State-mandated program for TANF recipients to help them become employed and financially self-sufficient.

BUSINESS FINANCE SERVICES:

A service available to qualifying San Joaquin County businesses to provide long-term financing and business assistance in order to create and maintain jobs.

WELFARE-TO-WORK PROGRAM:

A program designed to work in conjunction with the CalWORKS program. This program focuses on those welfare clients who are long-term recipients and have significant barriers to employment including basic skill deficiency and substance abuse.

- Clients benefit by receiving assistance in career counseling, job training and placement opportunities so they can develop more productive and financially independent lives.
- Employers benefit through the services provided by the WIB—at no cost—including pre-screening of applicant's skills and educational levels, and specially designed On-The-Job occupational training.
- The community benefits as the WIB brings San Joaquin County businesses, residents and employers together, creating relationships that maintain and stimulate employment and economic prosperity in our area.

THE ECONOMIC DEVELOPMENT ASSOCIATION

The San Joaquin County Economic Development Association (EDA) is comprised of a seven-member board of directors, five appointed members from each supervisorial district, and two members from the County Board of Supervisors, to oversee economic development activities.

The EDA works in conjunction with the Workforce Investment Board to provide One-Stop assistance for a variety of business development services available in one convenient location at no cost.

The EDA offers such services such as: Economic Development Information, Regional Economic Development Studies, Business Training, Business Support Services, Financing, Community Profiles, Employee Recruitment and Training & Business Retention & Expansion Services, designed to encourage growth and prosperity for local businesses

The community benefits from the economic enhancements derived from commerce and industry. San Joaquin County business growth provides residents with gainful employment, and small businesses prosper as they develop and grow to meet the demands of their marketplace and a growing population.

More WorkNet information and assistance is available by calling:

The Workforce Investment Board:	(209) 468-3500
The EDA:	(209) 468-3615
WorkNet Employer Hotline:	(209) 468-3675
All San Joaquin County WorkNet Centers:	(888) 512-WORK

THE EMPLOYMENT DEVELOPMENT DEPARTMENT'S (EDD) JOB SERVICES FOR EMPLOYERS & JOBSEEKERS

The Employment Development Department (EDD) is the nation's largest employment agency. EDD uses the new California Job Openings Browse System (CalJOBS) to provide employers and jobseekers a no-fee, Internet based job listing service. Job orders entered in CalJOBS are immediately visible throughout the state of California and the world.

Employers may register, list their job openings, and search for resumes from their own computer or they may request assistance from EDD staff. Labor market information and assistance in screening and certifying applicants for employer's tax credits is also available at EDD.

Jobseekers may access CalJOBS from any computer connected with the Internet. Free access to CalJOBS is available at local EDD offices and in many community agencies. Through CalJOBS, jobseekers may search for jobs and may enter their resumes to be viewed by prospective employers. The CalJOBS Internet address is www.caljobs.ca.gov.

For more information please contact EDD at:

CalJobs Order Desk	(209) 948-7862
Stockton Job Services	(209) 948-7856
Manteca Job Services	(209) 825-1300
Tracy Job Services	(209) 833-1028



DEFINITION OF TERMS

The occupational assessments which follow contain several different items of information of potential use to the readers of this report. Below is a discussion of key terms used in the assessments, and several guidelines for interpreting results. The terms and guidelines used are standard for all agencies participating in the CCOIS program, lending consistency to area comparisons.

In order to provide the most beneficial information for readers of this report, the occupational survey information may differ from year to year in our continuing effort to provide information that meets the needs of our readers.

Although information contained in this report is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

YEAR OF STUDY

Each assessment is located in the section appropriate for the year the data was collected for that occupation. This report contains assessments for the years 2000-2002.

OCCUPATIONAL TITLE, OES CODE AND DESCRIPTION

The occupational titles and definitions are taken directly from the Occupational Employment Statistics (OES) occupational classification system. For further discussion of the OES classification system, see Appendix B-Methodology.

FIRMS RESPONDING & NUMBER EMPLOYED IN THE OCCUPATION BY RESPONDING FIRMS

This refers to the number of employers in San Joaquin County who hire in the particular occupation and participated in the survey, and the number of persons they employ in that occupation. Target, Demand and Quality occupations are also identified in this section as T, D and Q. (Please see "Demand, Target and Quality Occupations Defined.")

WAGES & BENEFITS

Wages are reported in rates per hour. Wages included in this report are those paid by the employers participating in the survey for employees at three levels of experience. The report does not include extreme wages. Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision (all ranges are also considered to be representative). When union employers make up from 20 percent to 80 percent of the responses, separate wage tables are provided for union wages. Results, including the range and the median, are reported for three occupational levels defined as follows:

NEW HIRES, NO EXPERIENCE

Persons trained or otherwise qualified, but with no paid experience in the occupation.

NEW HIRES, EXPERIENCED

Experienced or persons at the journey level just starting with the employer.

3+ YEARS' EXPERIENCE WITH FIRM

Persons at the journey level or at least 3 years of experience with the employer in the occupation. Wages reported in this category may vary widely due to the substantially wider range in years of experience of employees. In some cases additional information was provided by community intermediaries.

Whenever possible, this section is followed by additional information on the hours of operation and/or shifts available for employees to work.

NON-UNION AND UNION

This section provides information on the percentage of responding employers whose employees are represented by unions.

HOURS

Hours indicates the average hours worked by full-time, part-time, on-call and seasonal workers.

BENEFITS

Benefits were provided principally from employer survey results. These ratios and figures are tabulated by the overall number of employers sampled. For 2000, benefits are identified as the number of employers who offered the benefit over the number of

employers who participated in the occupational survey. In some cases additional information was provided by community intermediaries. Additional information may be provided indicating the employer/employee share of costs for benefits. For 2001 and 2002, these benefits are indicated as a percentage, which represents the employers who offer the particular benefit.

EMPLOYMENT TRENDS

This section exhibits information relevant to the occupation's size and the employment trends that may effect the occupation's growth. The information provided in this section comes from the EDD's occupational projections and employer surveys from San Joaquin County.

SIZE OF OCCUPATION

This refers to the number of persons employed in the occupation relative to the total non-agricultural employment of the County. The employment base changes for each year studied: occupations studied in 2000 reference information from 1995-2002; occupations studied in 2001 reference information from 1997-2004; and occupations studied in 2002 reference information from 1999-2006. The following terms are used to characterize occupational size:

Occupational size, for information is based upon EDD Occupational Employment Projections, For occupations studied in 2000: Small: 259 or less; Medium: 260 to 518; Large: 519 to 1,124; and Very Large: 1,125 & above. For occupations studied in 2001 and 2002: Small: under 499; Medium: 500 to 999; Large: 1,000 to 1,999; and Very Large: more than 2,000.

PROJECTIONS

Occupational Forecast is an overview of trends in job opportunities in relation to overall employment growth for the County and differ regarding the year the occupation was studied. These rates consider such factors as separations from the labor market, turnover and job growth.

The following terms are applied to the occupational growth rates of San Joaquin County.

For occupations studied in 2000:

- Much Faster than Average: An increase of 4.01 percent or more per year.
- Faster than Average: An increase ranging from 2.94 to 4.00 percent per year.
- Average: An increase ranging from 2.40 to 2.93 percent per year.
- Slower than Average: An increase of 2.39 percent or less per year.

For occupations studied in 2001 and 2002:

- Much Faster than Average: An increase of 1.50 time more than average per year.
- Faster than Average: An increase ranging from 1.10 to 1.49 times more than average per year.
- Average: An increase ranging from .90 to 1.09 times more than average per year.
- Slower than Average: An increase of .89 to 0 times more than average per year.
- No Significant Change: A zero change per year.
- Slow Decline: Less than zero (a negative) times the average per year.

The information is provided in a numeric value of the amount of growth that is projected for the industry, the number of new jobs this represents (Job Growth) and the number of persons expected to leave the industry (Separations).

SUPPLY & DEMAND

Supply & Demand refers to the relative difficulty the employers surveyed believe they would experience in hiring both inexperienced and experienced workers who meet their hiring standards. From the job seeker's perspective this information translates into the relative level of opportunity (competitiveness) for the applicant who is, or would like to become part of this job market.

The following terms are used in assessing employer hiring and employee outlook and when interpreting the results.

- Very Difficult: Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.
- Somewhat Difficult: Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

DEFINITION OF TERMS

- Little Difficulty: The supply of qualified workers is somewhat greater than demand for qualified applicants, and applicants may experience competition in job seeking.
- No Difficulty: The supply of qualified applicants is considerably greater than the employer demand, creating a very competitive job market for applicants.

RECRUITMENT METHODS

These list the most common methods used by responding employers to recruit applicants for the occupation.

WHERE THE JOBS ARE

This information was compiled from San Joaquin County occupational projections prepared by EDD, which included employment by Standard Industrial Code (SIC) to determine principal employing industries for each occupation.

EMPLOYER REQUIREMENTS

This section represents results on the training, experience and educational levels that the responding employers want in the employees they hire.

References to terms such as “most,” “many,” and “some” are based on the following criteria: All Employer: 100% Almost All Employers: 80% to 99%; Most Employers: 60% to 79%; Many Employers: 40% to 59%; Some Employers: 20% to 39%; and Few Employers: less than 20%.

EDUCATION

This section summarizes the type and amount of formal education employers indicated they require in people they hire in the occupation. While minimum educational requirements have been shown as employers expressed them, these educational requirements are not always essential for the performance of job duties. Because the lack of education will create a barrier with some employers, employers' education statements have been included in this report.

TRAINING & EXPERIENCE

These sections summarize the type and amount of training and experience employers indicated they require in people they hire in the occupation.

SKILLS

This section presents an assessment of results of skill levels that the surveyed employers want in the employees they hire. The skills are ranked by an average and weighted by total employment in descending order of importance for each category.

The job qualifications and work skills information in this section should be interpreted with care. In many cases the skills listed represent relatively broad “skill area,” – e.g., the “ability to use a computer terminal.” In such cases the specific skills or skill clusters are not specified, and results should be interpreted as representing the areas of competence employers perceive to be important rather than more detailed “job specific competencies for job entry.”

However, the user interested in identifying the specific skills and qualifications needed for job entry should find these results useful in narrowing the focus of further inquiry.

Hours indicates the average hours worked by full-time, part-time, on-call and seasonal workers.

COMPUTER SKILLS

Computer Skills identifies computer software skills sought by the employers who hire the occupation. It identifies the number of employers who responded to the question and identifies the percentage of responding firms that require the type of software knowledge.

PROMOTIONAL OPPORTUNITIES

This contains information on the potential promotability of employees in the occupation. The information was taken from employer surveys, labor market intermediary surveys and the California Occupational Guide. Additional training or education may be necessary for promotion for some occupations.

REASONS FOR NOT HIRING

This contains the most frequent reasons given by employers for not hiring recent applicants for the occupation. This can be used as a guide to what behaviors or qualities may keep a job seeker from obtaining employment.

DOT CODE

The Dictionary of Occupational Titles (DOT) uses a more detailed classification system than does the OES system (just under the occupational title). However, each OES defined occupation can be matched to a number of related DOT defined occupations. This section includes some of the more sizable DOT occupations associated with the OES occupations.

ASSESSMENT CODES

The Assessment Codes for each occupation are for placement purposes. These codes help define the aptitudes and interests needed by an applicant for job placement. Explanations of these codes can be found in Appendix B.

TRAINING OPPORTUNITIES

This section provides an overview of training available in San Joaquin County for the occupation. Because the information provided in this section is dependant upon responses to solicited for information from local educational providers, it may not be a complete listing of all local training or training facilities.

SOURCES:

- California Occupational Guides, Employment Development Department/Labor Market Information Division.
- California Community Colleges Labor Market Information Project Handbook & Projections, June 1990, Chancellors Office, California Community Colleges,
- Vocational Education Unit, California Employment Development Department Labor Market Information Division.
- California License Handbook, 1997, Employment Development Department.
- Standard Industrial Classification Manual, 1987, Office of Management and Budget, Statistical Policy Division.
- California Cooperative Occupational Information System Project Technical Guide Supplement, January 1999, Employment Development Department/Labor Market Information Division.
- California Cooperative Occupational Information System Projection Tables for San Joaquin County 1995-2002 and 1997-2004, Occupational Employment Statistics, California Employment Development Department/Labor Market Information Division.



- *Standard Industrial Classification Manual, 1987, Office of Management and Budget, Statistical Policy Division.*
- *California Cooperative Occupational Information System Project Technical Guide Supplement, January 1999, Employment Development Department/Labor Market Information Division.*
- *California Cooperative Occupational Information System Projection Tables for San Joaquin County 1995-2002 and 1997-2004, Occupational Employment Statistics, California Employment Development Department/Labor Market Information Division.*



DEMAND, TARGET & QUALITY OCCUPATIONS

DEMAND OCCUPATIONS D

Two criteria must be met for an occupation to be classified as a Demand Occupation in this publication. A Demand Occupation is one in which the demand for qualified employees is relatively higher than the number of qualified applicants seeking those jobs.

First, the occupation must be located above the 25th percentile for jobs in San Joaquin County. Based on information provided in the 1999–2006 State of California “Occupational Employment Projections” table, the total job base for 1999 was 178,700. 530 is apx. 25% of the total job base for 1999. So, the first criterion is that there are more than 530 jobs in the occupation.

Second, an occupation must have a minimum of 25 projected employment opportunities per year. An employment opportunity is created when a job becomes available either due to the creation of a new position or an employee permanently leaving the occupation.

Therefore, an occupation must have at least 530 positions (either filled or unfilled) and 25 positions must become available in the occupation each year for it to be considered a Demand Occupation.

QUALITY OCCUPATIONS Q

The term Quality Occupation identifies occupations that meet San Joaquin County EEDD’s wage requirement and provides certain benefits regardless of the prevailing employment climate.

Note: This information relates to most employers (i.e. the clear majority). Some employers may not pay these wages or provide these benefits.

There are two criteria that must be met for an occupation to be classified as a Quality Occupation in this publication.

First, the wage that is used in this calculation is the median wage for workers who are “New Hires, Experienced”. The minimum wage necessary for an occupation to be considered a Quality Occupation is \$12.64 per hour. (\$12.64 is the median of hourly wages based on the California Budget Project’s estimated costs of housing and utilities, child care, transportation, food, health coverage, payroll and income taxes, and miscellaneous expenses for four typical families². The four family types include: Single Adult – (\$8.24/hr), Single Parent Family – (\$16.85), Two Working Parent Family – (\$10.46), and Two-Parent Family – (One working, \$14.81).)

Second, is the number and type of benefits provided by most employers. Although all employment benefits are important, four have been determined to be more important than the others: Sick Leave, Medical Insurance, Vacation and Retirement. To meet this second requirement, an occupation must include at least three of the four benefits listed above. In many cases employees may be required to contribute to the cost of benefits offered by their employers. *Note: If less than 50% of the employers provide a specific employment benefit, it is considered unavailable.*

Therefore, if an occupation pays at least \$12.64 per hour and provides at least three of the above mentioned benefits, it can be classified as a Quality Occupation.

TARGET OCCUPATIONS T

A Target Occupation is one that meets both the criteria to be a Demand Occupation and a Quality Occupation.

If an occupation is determined to be Demand, Quality or Target, the appropriate letter has been placed after the OES code under the occupation title in the occupational information section of this book.

¹ All estimates on job base, job growth and separations come from: EDD/LMID “Projections and Planning Information” Table 6: Occupational Employment Projections 1999–2006.

² “Making Ends Meet: How Much Does It Cost to Raise a Family In California?” A Publication of the California Budget Project, October 1999.



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• 129 South Grant St.
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• 939 D St.
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(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook
2002-2003

OCCUPATIONS STUDIED
IN 2002

CASHIERS

Alternative Titles: Customer, Clerk, Clerk Processor, Pharmacy Clerk, Waitstaff

OES Code 490230

Number of firms responding: 15

Number employed in the occupation by responding firms: 280

DESCRIPTION

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, or change makers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$8.00	\$7.00
New Hires, Experienced	\$6.75 - \$9.00	\$7.60
3 Yrs+ Experience with Firm	\$6.75 - \$12.00	\$8.50

EMPLOYEES: NON-UNION: 87% UNION: 13%

HOURS

Full-time	47%
Part-time	53%
Other	0%

Full-time employees average 39 hours per week, part-time average 23 hours per week.

SHIFTS

Day	93%
Swing	67%
Graveyard	27%
Other	27%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	67%	7%	0%
Medical Insurance	33%	40%	7%
Sick Leave	47%	7%	7%
Retirement Plan	20%	33%	0%
Dental Insurance	13%	40%	7%
Vision Insurance	20%	33%	13%
Life Insurance	13%	27%	0%
Child care	0%	7%	7%
Other	7%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006:

Very Large

Range: 4340 to 5390

Gender: Male 43% Female 58%

PROJECTIONS

Occupational Forecast: 1999 to 2006

Growth rate (per yr): 3.5%

Much Faster than Average

Job Growth: 26

Separations: 14

Last 12 months growth trend: Most (60%) employers reported employment had grown.

Next 24 months growth trend: All most all (80%) employers expect employment to remain stable.

SUPPLY & DEMAND

14 Firms Responding

Fully Experienced and Qualified:

Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate:

For the 13 employers responding, the turnover rate was 29% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Walk in applicants	73%
Newspaper ads	73%
Employee referrals	53%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Grocery Stores	22%	54I
Eating and Drinking Places	22%	58I
Department Stores	15%	53I

EMPLOYER REQUIREMENTS*Education*

Most (73%) employers require high school or equivalent.

Training

Most (71%) employers require training in the occupation. Almost all (87%) do not require vocational or technical training.

Experience

Many (53%) employers do not require experience. Many (40%) do not require but prefer an average of 8 months experience in this occupation. Many (57%) employers will accept an average of 6 months experience in a related occupation involving customer service.

Range 2 to 24 months in this occupation; 3 to 12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Ability to receive payments and make change
- Ability to follow check cashing procedures
- Ability to operate a cash register/computer

Physical:

- Ability to stand, stoop and walk up to 2 hours at a time
- Ability to lift heavy objects

Basic:

- Customer service skills
- Verbal communication and speaking skills
- Listening skills

Other qualifications:

- Dependability
- Clean and neat appearance
- Ability to work under pressure

COMPUTER SKILLS

<i>Required by 4 Firms</i>	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	25%
Other	75%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Almost all (80%) employers responding promote to assistant manager or manager based on dependability, people skills, and job knowledge.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, lacked basic skills and/or had poor work habits.

DOT Code: TITLE

211.462-014 Cashier-Checker

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation 1-3 months

R M L G V N S P Q K F M E C

GED:3 2 2 APTITUDES:3 3 3 4 4 3 2 3 3 5 5

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Codes: TITLE

41-20111.00 Cashiers

COMPUTER SUPPORT SPECIALISTS

Alternative Titles: Customer Service Technician, PC Maintenance Technician, Technical Services Specialist

OES Code 251040 Q

Number of firms responding: 14

Number employed in the occupation by responding firms: 61

DESCRIPTION

Computer Support Specialists provide technical assistance and training to computer system users. Investigate and resolve computer software and hardware problems of users. Answer clients' inquiries in person and via telephone concerning the use of computer hardware and software, including printing, word processing, programming languages, electronic mail, and operating systems.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Non-union		
New Hires, No Experience:	\$7.50-\$10.00	\$8.75
New Hires, Experienced:	\$8.50-\$18.00	\$14.00
3+Yrs. Experience with Firm:	\$8.63-\$24.07	\$17.00
Union		
New Hires, No Experience:	\$16.35-\$16.35	\$16.35
New Hires, Experienced:	\$15.56-\$23.15	\$18.03
3+Yrs. Experience with Firm:	\$17.19-\$25.52	\$20.87

EMPLOYEES: NON-UNION: 79% UNION: 21%

HOURS

Full-time	97%
Part-time	2%
Other	2%

Full time employees average 41 hours per week, part-time average 20 hours per week.

SHIFTS

Day shift	100%
Swing shift	21%
Graveyard	0%
Other	7%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	71%	7%	7%
Medical Insurance	29%	57%	7%
Sick Leave	71%	7%	7%
Retirement Plan	14%	57%	7%
Dental Insurance	36%	50%	7%
Vision Insurance	29%	50%	7%
Life Insurance	43%	21%	14%
Child Care	0%	0%	7%
Other	0%	7%	7%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006:

Small

Range: 230 to 330

Gender: Male 77% Female 23%

PROJECTIONS

Occupational Forecast 1999 to 2006

Growth rate (per yr.): 6.2% Much faster than Average

Job Growth: 14

Separations: 1

Last 12 months growth trend: Many (50%) employers reported employment had remained stable.

Next 24 months growth trend: Most (79%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Applicants may find little competition in their job search.

Turnover Rate

For the 5 employers responding, the turnover rate was 11% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

14 Firms Responding

Top three recruitment methods of employers responding

Internet	79%
Newspaper ads	64%
In-house promotion or transfer	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Local Government	19.2%	903
Colleges & Universities	9.3%	822

EMPLOYER REQUIREMENTS*Education*

Many (43%) employers require high school or the equivalent. Some (36%) employers require at least a 2 year college degree.

Training

Most (77%) employers do not accept training as a substitute for experience. Many (50%) employers require an average of 10 months of technical or vocational training involving knowledge of computer functions and programming.

Range: 6-12 months.

Experience

Most (79%) employers require an average of 22 months experience in this occupation.

Range: 12 to 36 months.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

Able to determine the cause of an operating error and resolve problem
 Knowledge of how to find information and identify essential information
 Able to communicate with computer literate staff
 Determine the cause of an operating error and decide what to do about it
 Able to communicate technical information to non-technical staff

Basic:

The ability to verbally communicate information and ideas in so others will understand
 Identify the nature of the computer problems
 Understand written sentences and paragraphs in work related documents
 Ability to read and understand information and ideas presented in writing

COMPUTER SKILLS

<i>Required by 12 Firms</i>	<i>Percent of Firms</i>
Word processing	67%
Spreadsheet	50%
Database	25%
Desktop publishing	8%
Other	67%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Most (79%) employers responding promote to systems administrator and analyst based on technical ability, knowledge of networks, reliability and leadership skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, poor work background and/or lack of experience.

DOT Code: TITLE

032.262-010 : User Support Analyst

039.264-010 : Microcomputer Support Specialist

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 2-4 years

RML GVN SPQ K FMEC

GED: 4 3 4 APTITUDES: 2 2 3 3 3 2 4 4 4 5 5

GOE Code: 11.01.01

SOC Code: n/a

CIP Code: n/a

O*NET SOC Code: TITLE

15-1041.00 Computer Support Specialist

ELECTRICIANS

Alternative Titles: Journeyman, Craftsman, Apprentice

OES Code 872020

Number of firms responding: 16

Number employed in the occupation by responding firms: 315

DESCRIPTION

Electricians install, maintain, and repair wiring, electrical equipment, and fixtures. They insure that work is in accordance with relevant codes. May read blueprints. Include Protective Signal Installers and Repairers and Street Light Servicers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$800-\$12.69	\$9.25
New Hires, Experienced	\$8.00-\$28.19	\$17.50
3 + Yrs Experience with Firm	\$12.02-\$32.00	\$22.00

EMPLOYEES: NON-UNION: 81% UNION: 19%

HOURS

Full-time	98%
Part-time	2%
Other	0%

Full time employees average 41 hours per week, part-time average 27 hours per week.

SHIFTS

Day	100%
Swing	13%
Graveyard	13%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	38%	25%	6%
Medical Insurance	44%	44%	0%
Sick Leave	0%	19%	0%
Retirement Plan	19%	25%	6%
Dental Insurance	25%	19%	6%
Vision Insurance	25%	13%	0%
Life Insurance	6%	13%	13%
Child Care	0%	0%	0%
Other	6%	0%	6%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006:

Large

Range: 930 to 1,260

Gender: Male 98% Female 2%

PROJECTIONS

Occupational Forecast 1999 to 2006

Growth rate (per yr.): 5.1%

Much faster than average.

Job Growth: 48

Separations: 22

Last 12 months growth trend: Many (56%) employers reported employment had grown.

Next 24 months growth trend: Many (50%) employers expect employment to remain stable. However, many (50%) expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate:

For the 11 employers responding, the turnover rate was 7% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

16 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	50%
Employee referrals	50%
Walk in applicants	38%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Electrical Work	57.8%	173
Combination Utility Services	42.2%	493

EMPLOYER REQUIREMENTS*Education*

Most (69%) employers require high school diploma or equivalent.

Training

Many (53%) employers require an average of 19 months training in this occupation. Some (31%) require technical or vocational training.

Range 6 to 24 months.

Experience

Most (69%) employers require an average of 42 months experience in this occupation. Almost all (87%) employers do not accept other occupational experience.

Range: 6 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Problem solving skills
- Mechanical aptitude
- Knowledge of electrical installation

Physical:

- Ability to climb ladders
- Ability to stand for prolonged periods of time
- Ability to crawl under buildings

Basic:

- Ability to read & follow instructions
- Ability to follow oral instructions
- Attention to detail

Other Qualifications:

- Ability to work independently or part of a team
- Willingness to work with close supervision
- Possession of a good DMV driving record

COMPUTER SKILLS

<i>Required by 1 Firm</i>	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	100%
Database	100%
Desktop publishing	0%
Other	0%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Most (69%) employers responding promote to project manager, superintendent or foreman on the basis of trade knowledge and management/leadership skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants lacked basic skills, did not meet minimum hiring levels and/or had poor communication skills.

DOT Code: TITLE
824.261-010 Electricians
829.684-022 Electrical Helper
829.261-018 Electrician Maintenance

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 2-4 years
R M L G V N S P Q K F M E C
GED:4 4 3 APTITUDES:2 3 2 2 3 4 3 3 3 4 4
GOE Code: 05.05.05
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
47-2110.00 Electricians

GENERAL MANAGERS & TOP EXECUTIVES

Alternative Titles: Branch Manager, Administrator, Director

OES Code 190050 T

Number of firms responding: 18

Number employed in the occupation by responding firms: 479

DESCRIPTION

General Managers and Top Executives include both top and mid-level managers whose duties and responsibilities are too diverse and general in nature to be classified in any functional or line area of management and administration. These managers generally work through departmental or subordinate executives. Please do not include managers of smaller establishments who typically engage in the same activities as the workers they supervise.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$9.59-\$10.00	\$9.80
New Hires, Experienced:	\$8.50-\$40.27	\$17.87
3+Yrs. Experience with Firm:	\$10.00-\$47.95	\$21.24

EMPLOYEES: NON-UNION: 89% UNION: 11%

HOURS

Full-time	83%
Part-time	17%
Other	0%

Full time employees average 44 hours per week, part-time average 32 hours per week.

SHIFTS

Day shift	100%
Swing shift	17%
Graveyard	6%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	78%	6%	0%
Medical Insurance	44%	50%	6%
Sick Leave	67%	11%	0%
Retirement Plan	33%	44%	0%
Dental Insurance	39%	44%	0%
Vision Insurance	33%	33%	0%
Life Insurance	50%	22%	6%
Child Care	0%	6%	6%
Other	11%	11%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 4,010 to 4,780

Gender: Male 83% Female 17%

PROJECTIONS

Occupational Forecast 1999 to 2006

Growth rate (per yr.): 2.7% Average

Job Growth: 110

Separations: 76

Last 12 months growth trend: Most (78%) employers reported employment had remained stable.

Next 24 months growth trend: Most (72%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Moderately Difficult – Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times. Qualified applicants find little competition in their job search.

Turnover Rate:

For the 8 employers responding, the turnover rate was 2% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

18 Firms Responding

Top three recruitment methods of employers responding

In-house promotion or transfer	67%
Employee referrals	61%
Newspaper ads	56%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Local Government, Exc Hosp & Educ	3.6%	903
Services to Buildings	2.4%	734
Misc. Business Services	2.4%	738

EMPLOYER REQUIREMENTS*Education*

Most (67%) employers require high school or the equivalent.

Training

Most (71%) employers will not substitute training for experience. Most (72%) employers do not require vocational or technical training.

Experience

Most (72%) employers require an average of 36 months experience in this occupation. Most (71%) employers will accept an average of 19 months experience in a related occupation involving management and/or supervision.

Range: 6 to 120 months in this occupation; 3 to 36 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Ability to analyze data to solve problems
- Ability to manage an activity or department or organization
- Ability to take charge and handle the unexpected
- Ability to motivate others

Basic:

- Skill in setting work priorities
- Ability to write effectively
- Leadership skills

Other Qualifications:

- Ability to work under pressure
- Public contact skills
- Ability to work independently

COMPUTER SKILLS*Required by 14 Firms Percent of Firms*

Word processing	100%
Spreadsheet	86%
Database	21%
Desktop publishing	14%
Other	7%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Most (72%) employers promote to higher managerial positions based on strong work ethic, and managerial organizational and problem solving skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work background, poor communication skills and/or poor grooming.

DOT Code: TITLE

189.117-022 Manager, Industrial Organization

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 4-10 years

R M L G V N S P Q K F M E C

GED: 5 4 5 APTITUDES: 2 2 2 3 3 3 4 4 4 5 5

GOE Code: 11.05.01

SOC Code: 4783

CIP Code: 52.04018

O*NET SOC Code: TITLE

11-1021.00 General Managers and Top Executives

GENERAL OFFICE CLERKS

Alternative Titles: Receptionist, Administrative Assistant, Office Clerk, Office Manager

OES Code 553470

Number of firms responding: 15

Number employed in the occupation by responding firms: 193

DESCRIPTION

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.00-\$8.00	\$7.50
New Hires, Experienced:	\$7.50-\$14.00	\$9.00
3+Yrs. Experience with Firm:	\$8.00-\$18.42	\$12.00

EMPLOYEES: NON-UNION: 87% UNION: 13%

HOURS

Full-time	59%
Part-time	8%
Other	34%

Full time employees average 40 hours per week, part-time average 25 hours per week.

SHIFTS

Day shift	100%
Swing shift	7%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	80%	7%	7%
Medical Insurance	40%	47%	0%
Sick Leave	73%	7%	7%
Retirement Plan	27%	53%	0%
Dental Insurance	33%	20%	13%
Vision Insurance	33%	7%	0%
Life Insurance	27%	7%	7%
Child Care	0%	0%	0%
Other	0%	7%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 3,940 to 4,700

Gender: Male 7% Female 93%

PROJECTIONS

Occupational Forecast 1999-2006

Growth rate (per yr.): 2.8% Average

Job Growth: 109

Separations: 120

Last 12 months growth trend: Many (53%) employers reported employment has remained stable.

Next 24 months growth trend: Most (60%) employers expect employment to grow.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 12 employers responding, the turnover rate was 47% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	73%
Employee referrals	47%
In-house promotion	33%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Local Government, Exc Hosp & Educ	9.8%	903
Elementary & Secondary Schools	8.2%	821
Hospitals	5.4%	806

EMPLOYER REQUIREMENTS

Education

Almost all (87%) employers require high school or the equivalent.

Training

Many (50%) employers require an average of 8 months training in the occupation. Many (40%) do not require, but prefer an average of 10 months technical or vocational training.

Range: 3 to 12 months in this occupation; 6 to 12 months technical or vocational training.

Experience

Most (73%) employers require an average of 13 months experience in this occupation. Some (36%) will accept an average of 14 months or more experience in a related occupation, including computer skills.

Range: 6 to 24 months in this occupation; 12 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to use a computer
- Data entry skills

Basic:

- Ability to follow oral instructions
- Organizational and time management skills
- English, grammar, spelling and punctuation skills
- Oral communication skills
- Reading and comprehension skills

Other Qualifications:

- Ability to interact well with others
- Ability to work independently
- Ability to work under pressure

COMPUTER SKILLS

Required by 11 Firms	Percent of Firms
Word processing	82%
Spreadsheet	55%
Database	36%
Desktop publishing	27%
Other	27%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (60%) employers responding promote to the position of Administrative Assistant or Manager based on interpersonal skills, knowledge in computers, and communication.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants lacked basic skills and/or had poor work habits.

DOT Code: TITLE
209.562-010 Clerk, General

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 1-30 months
RML G V N SP Q K F M E C
GED: 3 2 3 APTITUDES: 3 3 3 4 4 3 4 3 4 5 5
GOE Code: 07.07.03
SOC Code:
CIP Code:
O*NET SOC Code: TITLE
43-9061.00 General Office Clerk

HAND PACKERS & PACKAGERS

Alternative Titles: Deli Clerk, Line Worker, Case Worker

OES Code 989020 D

Number of firms responding: 9

Number employed in the occupation by responding firms: 358

DESCRIPTION

Hand Packers and Packers pack or package by hand a wide variety of products and materials. Please do not include workers whose jobs require more than minimum training.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$8.00	\$6.75
New Hires, Experienced	\$6.75 - \$9.00	\$7.25
3 Yrs+ Experience with Firm	\$6.75 - \$10.00	\$8.50

EMPLOYEES: NON-UNION: 89% UNION: 11%

HOURS

Full-time	13%
Part-time	5%
Seasonal	81%
Other	1%

Full time employees average 39 hours per week, part-time average 29 hours per week.

SHIFTS

Day	100%
Swing	33%
Graveyard	33%
Other	11%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	57%	0%	0%
Medical Insurance	43%	14%	0%
Sick Leave	57%	0%	0%
Retirement Plan	57%	0%	0%
Dental Insurance	43%	14%	0%
Vision Insurance	43%	14%	0%
Life Insurance	43%	0%	14%
Child care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 1,780 to 2,390

Gender: Male 21% Female 79%

PROJECTIONS

Occupational Forecast: 1997-2004

Growth rate (per yr): 4.9% Much Faster Than Average

Job Growth: 87

Separations: 51

Last 12 months growth trend: Most (67%) employers reported employment had remained stable.

Next 24 months growth trend: All most all (89%) employers expect employment to remain stable.

SUPPLY & DEMAND

9 Firms Responding

Fully Experienced and Qualified:

All employers responded that they do not require experience for the occupation. Therefore data is not available.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 9 employers responding, the turnover rate was 75% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

9 Firms Responding

Top three recruitment methods of employers responding

Employee referrals	78%
Walk in applicants	67%
Newspaper ads	44%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Most (67%) employers require less than high school. Some (33%) employers require high school or equivalent.

Training

Many (50%) employers require an average of 5 months training in this occupation. All most all (89%) do not require vocational or technical training.

Range: 3 to 6

Experience

Many (56%) employers do not require experience. Many (44%) employers do not require but prefer an average of 7 months training in this occupation. Most (75%) employers will accept an average of 8 months experience in a related occupation involving warehousing.

Range: 3 to 12 months in this occupation; 6 to 12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Knowledge of safe equipment operating procedures
Material handling skills
Computer skills

Physical:

Ability to use hands, arms and fingers
Ability to stand continuously for 2 or more hours
Good hand-eye coordination
Good color perception

Basic:

Ability to follow oral instructions
Ability to read and follow instructions
Ability to write legibly

Other Qualifications

Attention to detail
Ability to perform routine, repetitive work
Willingness to work with close supervision and as a team

COMPUTER SKILLS

<i>Required by 0 Firms</i>	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (78%) employers promote to management positions on the basis of customer service skills and work quality.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants lacked basic skills, did not meet minimum requirements and/or had poor communication skills,

DOT Code: TITLE
920.587-18 Packager, Hand

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation 2-30 days
RML G V N S P Q K F M E C
GED: 2 1 1 APTITUDES: 4 4 4 4 4 4 3 3 3 5 4
GOE Code: 06.04.38
SOC Code: N/A
CIP Code: N/A
O*NET SOC Codes: TITLE N/A

HUMAN SERVICE WORKERS

Alternative Titles: Social Worker, Counselor

OES Code 273080

Number of firms responding: 15

Number employed in the occupation by responding firms: 614

DESCRIPTION

Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide service to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential Counselors and Psychiatric Technicians.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$8.00-\$15.00	\$10.07
New Hires, Experienced:	\$6.75-\$19.00	\$10.55
3+Yrs. Experience with Firm:	\$8.00-\$21.00	\$12.00

EMPLOYEES: NON-UNION: 93% UNION: 7%

HOURS

Full-time	82%
Part-time	18%
Other	0%

Full time employees average 41 hours per week, part-time average 20 hours per week.

SHIFTS

Day shift	87%
Swing shift	47%
Graveyard	33%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	80%	20%	0%
Medical Insurance	40%	53%	0%
Sick Leave	73%	7%	0%
Retirement Plan	27%	60%	7%
Dental Insurance	40%	40%	7%
Vision Insurance	33%	27%	7%
Life Insurance	33%	7%	13%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006:

Large

Range: 890 to 1,120

Gender: Male 32% Female 68%

PROJECTIONS

Occupational Forecast

Growth rate (per yr.): 3.7% Faster Than Average

Job Growth: 33

Separations: 27

Last 12 months growth trend: Many (53%) employers reported employment had remained stable.

Next 24 months growth trend: Most (60%) employers expect employment to grow.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Moderately Difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at time and applicants may find little competition in their job search.

Turnover Rate

For the 14 employers responding, the turnover rate was 17% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	73%
In-house promotion or transfer	40%
Employee referrals	40%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Local Government, Exc Hosp & Educ	66.8%	903
Job Training & Related Services	16.8%	833

EMPLOYER REQUIREMENTS*Education*

Many (47%) employers require high school or the equivalent.

Training

Many (50%) employers will accept an average of 14 months training in lieu of experience. Most employers (73%) do not require technical or vocational training.

Range: 6 to 24 months in this occupation; 9 to 24 months in a related occupation.

Experience

Many (53%) employers do not require but prefer an average of 15 months experience in this occupation. Most (71%) employers will accept an average of 14 months experience in a related occupation involving psychology or counseling.

Range: 2 to 48 months in this occupation; 2 to 48 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Ability to apply rules and regulations
- Ability to recognize family problems
- Record keeping skills

Basic:

- Ability to read and follow written instructions
- Oral communications skills

Other Qualifications:

- Ability to handle a crisis situation
- Ability to think logically
- Possession of valid driver license
- Ability to work independently and in a team

COMPUTER SKILLS

Required by 9 Firms	Percent of Firms
Word processing	100%
Spreadsheet	33%
Database	33%
Desktop publishing	11%
Other	22%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Almost all (93%) employers promote to supervisory and administrative positions based on advanced education, experience and job knowledge.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work habits, lacked basic skills and/or did not meet minimum requirements.

DOT Code: TITLE
195.367.034 Social-Service Aide

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 1-2 years
R M L G V N S P Q K F M E C
GED: 434 APTITUDES: 3 3 3 4 4 3 4 4 4 5 5
GOE Code: 10.01.02
SOC Code:
CIP Code:
O*NET SOC Code: TITLE N/A

INDUSTRIAL TRUCK & TRACTOR OPERATORS

Alternative Titles: Forklift Driver, Forklift Operator

OES Code 979470 D

Number of firms responding: 15

Number employed in the occupation by responding firms: 145

DESCRIPTION

Industrial Truck and Tractor Operators operate gasoline or electric-powered industrial trucks or tractors equipped with forklift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Please do not include Logging Tractor Operators.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Non-union		
New Hires, No Experience	\$8.00 - \$10.75	\$8.00
New Hires, Experienced	\$8.00 - \$10.75	\$9.00
3 Yrs+ Experience with Firm	\$8.50 - \$12.50	\$10.75
Union		
New Hires, No Experience	\$8.96 - \$13.10	\$11.03
New Hires, Experienced	\$10.11 - \$14.87	\$13.55
3 Yrs+ Experience with Firm	\$13.93 - \$16.00	\$14.74

EMPLOYEES: NON-UNION: 73% UNION: 27%

HOURS

Full-time	93%
Part-time	1%
Seasonal	6%
Other	0%

Full time employees average 40 hours per week, part-time average 30 hours per week.

SHIFTS

Day	100%
Swing	40%
Graveyard	13%
Other	7%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	79%	0%	0%
Medical Insurance	43%	36%	0%
Sick Leave	21%	0%	0%
Retirement Plan	36%	14%	0%
Dental Insurance	36%	29%	0%
Vision Insurance	21%	21%	7%
Life Insurance	36%	7%	7%
Child care	0%	0%	0%
Other	7%	7%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,170 to 2,480

Gender: Male 92% Female 8%

PROJECTIONS

Occupational Forecast: 1999-2006

Growth rate (per yr): 2.0% Slower Than Average

Job Growth: 44

Separations: 27

Last 12 months growth trend: Almost all (93%) employers reported employment remained stable.

Next 24 months growth trend: Almost all (87%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

For the 10 employers responding, the turnover rate was 12% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Employment Development Department	67%
Employee referral	60%
In-house promotions or transfer	53%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS*Education*

Most (60%) employers require high school or equivalent.

Training

Most (64%) employers will not accept training in lieu of experience in this occupation. Most (67%) employers do not require technical or vocational training.

Experience

Most (67%) employers require an average of 15 months experience in this occupation. Most (64%) employers will not accept other occupational experience.

Range 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

Knowledge of safe equipment operating practices
Accurate product knowledge

Physical:

Good hand – eye coordination
Ability to do hand loading & unloading
Ability to work outdoor in all weather conditions

Other Qualifications:

Possession of a forklift driver's license
Ability to interact well with others
Ability to work independently
Possession of a valid driver's license, Class A, B, and C
Good memory

COMPUTER SKILLS

<i>Required by 2 Firms</i>	<i>Percent of Firms</i>
Word processing	50%
Spreadsheet	50%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Many (53%) employers promote to supervisor or lead forklift driver on the basis of leadership, job knowledge and good driving skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work habits, did not meet minimum requirements and/or had poor work background.

DOT Code: TITLE
921.683-050 Industrial-Truck Operator

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation 1-3 months
RML G V N S P Q K F M E C
GED: 2 1 1 APTITUDES: 4 4 4 3 4 4 3 4 3 3 4
GOE Code: 06.04.40
SOC Code: N/A
CIP Code: N/A
O*NET SOC Codes: TITLE
53-7051.00 Industrial Truck & Tractor Operator

INSTRUCTIONAL AIDES

Alternative Titles: Teacher's Aide, Day Care Assistant, Teacher's Assistant

OES Code 315211 D

Number of firms responding: 17

Number employed in the occupation by responding firms: 410

DESCRIPTION

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving, games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience:	\$6.75-\$11.59	\$7.27
New Hires, Experienced:	\$6.75 -\$10.12	\$8.00
3+Yrs. Experience with Firm:	\$6.90 -\$12.00	\$8.84

EMPLOYEES: NON-UNION: 82% UNION: 18%

HOURS

Full-time	46%
Part-time	53%
Other	1%

Full time employees average 39 hours per week, part-time average 22 hours per week.

SHIFTS

Day shift	100%
Swing shift	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	41%	18%	6%
Medical Insurance	18%	35%	0%
Sick Leave	29%	18%	0%
Retirement Plan	0%	41%	0%
Dental Insurance	18%	29%	6%
Vision Insurance	12%	29%	6%
Life Insurance	18%	24%	0%
Child Care	12%	12%	0%
Other	12%	6%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 1,400 to 1,860

Gender: Male 10% Female 90%

PROJECTIONS

Occupational Forecast 1999-2006

Growth rate (per yr.): 4.7% Much faster than Average

Job Growth: 66

Separations: 19

Last 12 months growth trend: Many (53%) employers reported employment has grown.

Next 24 months growth trend: Many (59%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than supply of qualified applicants. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Inexperienced:

Moderately difficult - Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Turnover Rate

For the 15 employers responding, the turnover rate was 15% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

16 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	65%
Employee referrals	47%
Walk-In applicants	47%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Almost all (82%) employers require high school or the equivalent.

Training

Most (69%) employers will accept an average of 9 months training in lieu of experience in this occupation. Most (76%) employers do not require technical or vocational training.

Range: 1 to 24 months.

Experience

Many (53%) employers do not require but prefer 10 months or more experience in this occupation. Most (77%) employers will accept an average of 10 months or more experience in an occupation related to child care.

Range: 6 to 18 months in this occupation, 1 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Patience with children
- Knowledge of teaching techniques
- Knowledge of early childhood development

Basic:

- Read and follow instructions
- Write legibly & effectively
- Oral Communication skills

Other Qualifications:

- Work independently
- Work under pressure
- Administer emergency first aid

COMPUTER SKILLS

Required by 2 Firms	Percent of Firms
Word processing	100%
Spreadsheet	0%
Database	50%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many (53%) employers promote to the position of teacher or instructor on the basis of job knowledge and obtaining teaching credentials.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, lacked basic skills and/or had poor work habits.

DOT Code: TITLE
N/A

Assessment Codes
California Occupational Guide
Specific Vocational Preparation
RML GVNSPQKFMEC
GED: N/A APTITUDES: N/A
GOE Code: N/A
SOC Code:
CIP Code:
O*NET SOC Code: TITLE N/A

JANITORS & CLEANERS, EXCEPT MAIDS & HOUSEKEEPING CLEANERS

Alternative Titles: Custodian

OES Code 670050

Number of firms responding: 12

Number employed in the occupation by responding firms: 335

DESCRIPTION

Janitors and Cleaners (except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Non-union		
New Hires, No Experience	\$6.75 - \$8.45	\$7.00
New Hires, Experienced	\$7.00 - \$8.45	\$7.00
3 Yrs+ Experience with Firm	\$8.00 - \$12.00	\$9.00
Union		
New Hires, No Experience	\$11.65 - \$11.65	\$11.65
New Hires, Experienced	\$11.65 - \$14.56	\$11.70
3 Yrs+ Experience with Firm	\$12.28 - \$15.68	\$12.84

EMPLOYEES: NON-UNION: 75% UNION: 25%

HOURS

Full-time	90%
Part-time	10%
Other	0%

Full time employees average 40 hours per week, part-time average 20 hours per week.

SHIFTS

Day	67%
Swing	67%
Graveyard	25%
Other	25%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	58%	8%	0%
Medical Insurance	25%	42%	0%
Sick Leave	33%	17%	17%
Retirement Plan	25%	42%	0%
Dental Insurance	25%	42%	0%
Vision Insurance	17%	33%	8%
Life Insurance	25%	33%	0%
Child care	0%	0%	8%
Other	17%	0%	8%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,850 to 3,300

Gender: Male 88% Female 12%

PROJECTIONS

Occupational Forecast: 1999 to 2006

Growth rate (per yr): 2.3% Slower Than Average

Job Growth: 64

Separations: 67

Last 12 months growth trend: Many (58%) employers reported employment had grown.

Next 24 months growth trend: Many (58%) employers expect employment to grow.

SUPPLY & DEMAND

11 Firms Responding

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 9 employers responding, the turnover rate was 4% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

12 Firms Responding

Top three recruitment methods of employers responding

Employee referrals	50%
Walk in applicants	42%
Newspaper ads	42%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Many (50%) employers responding require less than high school.

Training

Most (73%) employers will accept an average of 7 months training in lieu of experience in this occupation. Almost all (92%) do not require vocational or technical training.

Range: 2 to 24 months.

Experience

Most (67%) employers do not require experience but prefer an average of 12 months experience in this occupation. Many (55%) employers will accept an average of 8 months experience in a related occupation such as fast food.

Range 3 to 48 months in this occupation; 6 to 12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Understanding of cleaning compounds and solutions
- Ability to operate floor polishing equipment
- Ability to shampoo carpets

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs
- Ability to do strenuous, physically demanding work

Basic:

- Attention to detail
- Ability to follow oral instructions
- Ability to read and follow instructions

Other Qualifications:

- Ability to work independently
- Organization and time management skills
- Willingness to work varying shifts

COMPUTER SKILLS

Required by 1 Firms	Percent of Firms
Word processing	100%
Spreadsheet	0%
Database	100%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (67%) employers promote to lead custodian or supervisor on the basis of job knowledge, supervisory and dependability.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work habits, poor work background and/or arrived late

DOT Code: TITLE
382.664-010 Janitor

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation 1-3 months
RML G V N S P Q K F M E C
GED: 3 2 3 APTITUDES: 3 4 3 3 4 4 3 4 3 4 4
GOE Code: 05.12.18
SOC Code:
CIP Code:
O*NET SOC Codes: TITLE
37-2011.00 Janitors & Cleaners

LABORERS, LANDSCAPING & GROUNDSKEEPING

No Alternative titles available

OES Code 790410

Number of firms responding: 12

Number employed in the occupation by responding firms: 445

DESCRIPTION

Landscaping and Groundskeeping Laborers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stonemasons.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Non-union		
New Hires, No Experience	\$7.00 - \$8.00	\$7.25
New Hires, Experienced	\$8.00 - \$8.50	\$8.25
3 Yrs+ Experience with Firm	\$8.75 - \$12.00	\$10.77
Union		
New Hires, No Experience	\$12.30 - \$14.18	\$13.76
New Hires, Experienced	\$12.66 - \$15.62	\$13.97
3 Yrs+ Experience with Firm	\$13.96 - \$17.22	\$16.57

EMPLOYEES: NON-UNION: 67% UNION: 33%

HOURS

Full time	98%
Part time	1%
Seasonal	1%

Full time employees average 40 hours per week, part-time average 30 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	75%	0%	0%
Medical Insurance	58%	17%	0%
Sick Leave	58%	0%	0%
Retirement Plan	42%	17%	0%
Dental Insurance	50%	8%	0%
Vision Insurance	42%	8%	0%
Life Insurance	50%	0%	0%
Child care	0%	0%	0%
Other	0%	0%	8%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,040 to 2,450

Gender: Male 98% Female 2%

PROJECTIONS

Occupational Forecast: 1997-2004

Growth rate (per yr): 2.9% Average

Job Growth: 59

Separations: 67

Last 12 months growth trend: Many (50%) employers reported employment had remained stable. Many (50%) employers reported employment had grown.

Next 24 months growth trend: Most (67%) employers expect employment to grow.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 8 employers responding, the turnover rate was 9% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

12 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	67%
Employee referrals	58%
Walk in applicants	58%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Many (58%) employers require high school or equivalent.

Training

Most (67%) employers will accept an average of 9 months training in lieu of experience in this occupation. Most (67%) do not require vocational or technical training.

Range: 6 to 24 months.

Experience

Most (67%) employers do not require experience but prefer an average of 11 months experience in the occupation. Many (58%) employers will accept an average of 11 months or more experience in a related occupation involving general labor.

Range 6 to 24 months in this occupation; 6 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to maintain equipment
- Ability to operate power hand tools
- Lawn and garden care skills

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to work outdoors in all weather conditions

Basic:

- Ability to follow oral instructions
- Ability to read and follow instructions
- Public contact skills

Other Qualifications:

- Ability to work independently
- Good DMV driving record
- Possession of a valid driver's license

COMPUTER SKILLS

Required by 0 Firms	Percent of Firms
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

All most all employers (83%) promote to foreman or maintenance technician on the basis of supervisory skills and reliability.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants did not meet minimum requirements.

DOT Code: TITLE

408.687-014 Laborer, Landscape

408.161-010 Landscape Gardener

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 2-30 days

R M L G V N S P Q K F M E C

GED: 2 2 2 APTITUDES: 4 4 4 4 4 5 4 4 3 4 4

GOE Code: 03.04.04

SOC Code:

CIP Code:

O*NET SOC Codes: TITLE

37-3011.00 Laborers, Landscaping & Groundskeeping

MACHINE FORMING OPERATORS & TENDERS—METAL AND PLASTIC

Alternative Titles: Press Operator, Fabricator, Welder

OES Code 913210

Number of firms responding: 6

Number employed in the occupation by responding firms: 174

DESCRIPTION

Machine Forming Operators and Tenders, Metal and Plastic operate or tend one of the following types of forming machine: punching machines, rolling machines, shear and slitter machines, press and press brake machines, extruding and drawing machines, and forging machines. Please do not include workers who operate or tend more than one type of forming machine or workers who set up the machines.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$8.00 - \$13.50	\$8.50
New Hires, Experienced	\$8.00 - \$18.50	\$9.50
3 Yrs+ Experience with Firm	\$9.50 - \$18.50	\$14.00

EMPLOYEES: NON-UNION: 83% UNION: 17%

HOURS

Full time	100%
Part time	0%
Other	0%

Full time employees average 41 hours per week.

SHIFTS

Day	100%
Swing	33%
Graveyard	33%
Other	17%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	83%	0%	17%
Medical Insurance	50%	33%	17%
Sick Leave	0%	0%	0%
Retirement Plan	33%	33%	0%
Dental Insurance	33%	33%	17%
Vision Insurance	0%	33%	17%
Life Insurance	33%	17%	0%
Child care	0%	0%	0%
Other	17%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Medium

Range: 500 to 680

Gender: Male 98% Female 2%

PROJECTIONS

Occupational Forecast: 1999-2006

Growth rate (per yr): 5.1% Much Faster than Average

Job Growth: 26

Separations: 14

Last 12 months growth trend: All most all (83%) employers reported employment had remained stable.

Next 24 months growth trend: All most all (83%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 4 employers responding, the turnover rate was 29% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

6 Firms Responding

Top three recruitment methods of employers responding

Walk in applicants	50%
Employee referrals	50%
Newspaper ads	33%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS*Education*

Most (67%) employers require high school or equivalent.

Training

Most (67%) employers require an average of 5 months training in lieu of experience in this occupation. All most all (83%) employers do not require vocational or technical training.

Range: 3 to 6 months.

Experience

Many (50%) employers do not require experience in this occupation. Most (67%) require 12 months experience in a related occupation working with trailer repair or brake machines.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Adhere to safety procedures
- Apply metal shaping processes
- Use of hand/power tools

Physical:

- Move and lift heavy objects

Basic:

- Read production layouts
- Read/follow complex instructions
- Apply basic math
- Read/understand operating manuals

COMPUTER SKILLS

<i>Required by 0 Firms</i>	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

All most all (83%) employers promote to lead person, mechanic or supervisor on the basis of job knowledge and people skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills and/or lacked basic skills.

DOT Code: TITLE

N/A

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation N/A

RML GVNSPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Codes: TITLE

51-4031.00 Machine Forming Operators and
Tenders – Metal & Plastic

MAINTENANCE REPAIRERS—GENERAL UTILITY

Alternative Titles: Maintenance Technician, Maintenance Mechanic

OES Code 851320

Number of firms responding: 15

Number employed in the occupation by responding firms: 118

DESCRIPTION

General Utility Maintenance Repairers perform work involving two or more maintenance skills to keep machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boiler making, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; and repairing buildings, floors, or stairs.

WAGES & BENEFITS

WAGES

Non-union

	RANGE	MEDIAN
New Hires, No Experience	\$7.00 - \$15.38	\$8.75
New Hires, Experienced	\$8.00 - \$15.38	\$12.00
3 Yrs+ Experience with Firm	\$9.00 - \$18.00	\$14.95

Union

	RANGE	MEDIAN
New Hires, No Experience	\$0 - \$0	\$0
New Hires, Experienced	\$13.53 - \$20.32	\$14.23
3 Yrs+ Experience with Firm	\$14.92 - \$21.25	\$16.45

EMPLOYEES: NON-UNION: 67% UNION: 33%

HOURS

Full time	96%
Part time	3%
Other	1%

Full time employees average 40 hours per week, part-time average 28 hours per week.

SHIFTS

Day	100%
Swing	20%
Graveyard	7%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	93%	7%	0%
Medical Insurance	47%	40%	7%
Sick Leave	67%	13%	0%
Retirement Plan	33%	33%	13%
Dental Insurance	53%	27%	0%
Vision Insurance	40%	20%	0%
Life Insurance	53%	13%	0%
Child care	0%	0%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 1,990 to 2,230

Gender: Male 97% Female 3%

PROJECTIONS

Occupational Forecast: 1999-2006

Growth rate (per yr): 1.7% Slower than Average

Job Growth: 34

Separations: 47

Last 12 months growth trend: Almost all (80%) employers reported employment had remained stable.

Next 24 months growth trend: Almost all (80%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Moderately Difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 9 employers responding, the turnover rate was 19% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	73%
Employee referrals	67%
Walk in applicants	33%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Most (73%) employers require high school or the equivalent.

Training

Many (50%) employers will accept an average of 12 months training in lieu of experience in the occupation. Many (53%) do not require vocational or technical training.

Range: 3 to 24 months.

Experience

Most (67%) employers require an average of 27 months experience in this occupation. Most (75%) will not accept other experience in other occupations.

Range 6 to 48 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Knowledge of safe work practices/safety gear
- Operation of hand and power tools
- Ability to troubleshoot mechanical malfunctions

Physical:

- Walk, stand and reach
- Ability to lift at least 50 lbs repeatedly

Basic:

- Ability to read and follow written instructions
- Mechanical aptitude
- Oral communication skills

COMPUTER SKILLS

Required by 5 Firms	Percent of Firms
Word processing	80%
Spreadsheet	40%
Database	60%
Desktop publishing	0%
Other	40%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (73%) employers promote to supervisor on the basis of job knowledge, leadership and mechanical ability.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants lacked basic skills and/or did not meet minimum requirements.

DOT Code: TITLE

899.261-014 Maintenance Repairer, Industrial

899.381.010 Maintenance Repairer, Building

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation N/A

R M L G V N S P Q K F M E C

GED: 4 4 3 APTITUDES: 3 3 3 2 2 4 3 3 2 4 4

GOE Code: 05.05.09

SOC Code: N/A

CIP Code: N/A

O*NET SOC Codes: TITLE N/A

RECEPTIONISTS & INFORMATION CLERKS

Alternative Titles: Dental Receptionist, Office Manager

OES Code 553050

Number of firms responding: 15

Number employed in the occupation by responding firms: 117

DESCRIPTION

Receptionists and Information Clerks: Answer inquiries and obtain information for general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices, or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Exclude Receptionists who primarily operate switchboards.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.00-\$9.00	\$8.00
New Hires, Experienced:	\$7.50-\$10.00	\$9.00
3+Yrs. Experience with Firm:	\$8.35-\$12.00	\$10.00

EMPLOYEES: NON-UNION: 100%

HOURS

Full-time	78 %
Part-time	12%
Other	10%

Full time employees average 40 hours per week, part-time average 23 hours per week.

SHIFTS

Day shift	100%
Swing shift	0%
Graveyard	0%
Other	7%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	87%	0%	0%
Medical Insurance	60%	20%	7%
Sick Leave	73%	0%	0%
Retirement Plan	47%	7%	7%
Dental Insurance	27%	20%	13%
Vision Insurance	27%	7%	7%
Life Insurance	27%	7%	7%
Child Care	0%	0%	0%
Other	20%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,050 to 2,410

Gender: Male 4% Female 96%

PROJECTIONS

Occupational Forecast 1999-2006

Growth rate (per yr.): 2.5% Average

Job Growth: 51

Separations: 43

Last 12 months growth trend: Many (53%) employers reported employment has remained stable.

Next 24 months growth trend: Most (67%) employers expect employment to remain stable.

SUPPLY & DEMAND

14 Firm Responding

Fully Experienced and Qualified:

Not Difficult – Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Inexperienced:

Moderately Difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants may find little competition in their job search.

Turnover Rate

For the 12 employers responding, the turnover rate was 46% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	60%
Employee referrals	53%
School, program referral	40%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS*Education*

All (100%) employers responding require high school or the equivalent.

Training

Many (57%) employers require an average of 7 months training in lieu of experience in this occupation. Many (53%) employers will not accept technical or vocational training.

Range: 1-12 months.

Experience

Most (60%) employers require an average of 12 months experience in this occupation. Many (54%) will accept an average of 10 months experience in a related occupation in the clerical and customer service area.

Range: 6 to 24 months in this occupation; 6-12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Telephone answering skills
- Customer service skills
- Alpha & numeric filing skills

Basic:

- Ability to follow oral instructions
- Ability to read & follow instructions
- Oral communication skills

Other Qualifications:

- Ability to interact with others
- Ability to work under pressure
- Ability to work independently

COMPUTER SKILLS*Required by 14 Firms Percent of Firms*

Word processing	57%
Spreadsheet	36%
Database	36%
Desktop publishing	14%
Other	50%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Many (53%) employers promote to the position of office manager and supervisor based on job knowledge and competency.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, poor work habits and/or lacked basic skills.

DOT Code: TITLE

237.367-038 Receptionist

237.367-022 Information Clerk

219.362-010 Administrative Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 3-6 months

RML G V N S P Q K F M E C

GED: 3 2 3 APTITUDES: 3 3 4 4 4 3 4 4 4 5 5

GOE Code: 07.04.04

SOC Code:

CIP Code:

O*NET SOC Code: TITLE

43-4171.00 Receptionists & Information Clerks

SALESPERSONS—RETAIL, EXCEPT VEHICLE SALES

Alternative Titles: Sales Associate

OES Code 490112

Number of firms responding: 10

Number employed in the occupation by responding firms: 403

DESCRIPTION

Salespersons, Retail (except Vehicle Sales) sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, the total bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience:	\$6.75-\$10.50	\$7.00
New Hires, Experienced:	\$6.75-\$14.38	\$8.50
3+Yrs. Experience with Firm:	\$6.75-\$14.38	\$10.50

EMPLOYEES: NON-UNION: 100%

HOURS

Full-time	37%
Part-time	63%
Other	0%

Full time employees average 41 hours per week, part-time average 22 hours per week.

SHIFTS

Day shift	100%
Swing shift	30%
Graveyard	10%
Other	30%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	60%	0%	0%
Medical Insurance	40%	40%	0%
Sick Leave	60%	0%	0%
Retirement Plan	40%	0%	0%
Dental Insurance	40%	20%	0%
Vision Insurance	20%	20%	0%
Life Insurance	30%	20%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 5,920 to 6,940

Gender: Male 34% Female 66%

PROJECTIONS

Occupational Forecast 1999 to 2006:

Growth rate (per yr.): 2.5 % Average

Job Growth: 146

Separations: 221

Last 12 months growth trend: Most (70%) employers reported employment had remained stable.

Next 24 months growth trend: Most (70%) employers expect employment to remain stable.

SUPPLY & DEMAND

9 Firms Responding

Fully Experienced and Qualified:

Very Difficult — Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Not Difficult—Supply of qualified applicants is considerably greater than demand creating a very competitive job market for applicant.

Turnover Rate

For the 9 employers responding, the turnover rate was 32% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

10 Firms Responding

Top three recruitment methods of employers responding

Employee referrals	70%
Walk-in applicants	60%
In-house promotion or transfer	60%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Department Store	27%	531
Misc Shopping Goods Store	11%	954

EMPLOYER REQUIREMENTS*Education*

Most (60%) employers require high school or the equivalent.

Training

Most (67%) employers will accept an average of 6 months training in lieu of experience in this occupation. Almost all (90%) employers do not require vocational or technical training.

Range: 2 to 12 months.

Experience

Many (50%) employers do not require but prefer an average of 12 months experience in this occupation. Almost all (80%) will accept an average of 8 months experience in a related occupation involving retail or customer service.

Range: 2 to 36 months in this occupation; 2 to 12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Customer service skills
- Cash handling skills
- Ability to use a computer
- Ability to complete credit card transactions

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to lift at least 50 lbs

Basic:

- Ability to follow oral instruction
- Ability to write legibly
- Public contact skills

Other Qualifications:

- Clean and neat appearance
- Willingness to work flexible schedule
- Problem Solving skills

COMPUTER SKILLS

Required by 2 Firms	Percent of Firms
Word processing	0%
Spreadsheet	0%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Almost all (90%) employers promote to department lead, department manager and sales manager on the basis of job knowledge and customer service skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, poor work background and/or did not meet minimum requirements.

DOT Code: TITLE

279.357-054 Salesperson, General Merchandise

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 1-3 months

RML GVN S P Q K F M E C

GED:3 2 2 APTITUDES:3 3 3 4 4 3 4 4 4 5 4

GOE Code: 08.02.03

SOC Code:

CIP Code:

O*NET SOC Code: TITLE

41-2031.00 Salesperson - Retail

SECRETARIES, EXCEPT LEGAL & MEDICAL

Alternative Titles: Executive Assistant, Administrative Assistant, Office Manager

OES Code 551080

Number of firms responding: 15

Number employed in the occupation by responding firms: 114

DESCRIPTION

Secretaries, (except Legal and Medical) relieve officials of clerical work and minor administrative and business details by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$7.50 - \$10.00	\$8.75
New Hires, Experienced:	\$6.75 - \$14.85	\$9.21
3+Yrs. Experience with Firm:	\$9.21 - \$16.37	\$12.00

EMPLOYEES: NON-UNION: 93% UNION: 7%

HOURS

Full-time	96 %
Part-time	4 %
Other	0 %

Full time employees average 39 hours per week, part-time average 27 hours per week.

SHIFTS

Day shift	100%
Swing shift	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	67%	7%	7%
Medical Insurance	53%	27%	0%
Sick Leave	60%	7%	7%
Retirement Plan	20%	40%	0%
Dental Insurance	47%	27%	0%
Vision Insurance	40%	20%	7%
Life Insurance	20%	13%	13%
Child Care	0%	7%	0%
Other	0%	7%	7%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,630 to 2,830

Gender: Male 2% Female 98%

PROJECTIONS

Occupational Forecast 1999-2006

Growth rate (per yr.): 1.1% Slower than Average

Job Growth: 29

Separations: 44

Last 12 months growth trend: Almost all (87%) employers reported employment has remained stable.

Next 24 months growth trend: Almost all (87%) employers expect employment to remain stable.

SUPPLY & DEMAND

13 Firms Responding

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 5 employers responding, the turnover rate was 20% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

15 Firms Responding

Top three recruitment methods of employers responding

Newspaper ads	60%
In-house promotion or transfers	47%
Employee referrals	33%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Almost all (87%) employers require high school or the equivalent.

Training

Most (60%) employers will accept an average of 14 months training in lieu of experience in this occupation. Most (73%) employers responding do not require vocational or technical training.

Range: 3 to 24 months.

Experience

Most (67%) employers require an average of 17 months experience in this occupation. Most (67%) will accept an average of 17 months experience in a related occupation involving clerical skills and computers.

Range: 6 to 24 months in this occupation; 6 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Alphabetic and numeric filing skills
- Ability to follow billing procedures

Basic:

- Ability to read and follow written instructions
- Oral communication skills
- Verbal communication and speaking skills

Other Qualifications:

- Willing to work with close supervision and independently
- Clean and neat appearance

COMPUTER SKILLS

Required by 15 Firms Percent of Firms

Word processing	100%
Spreadsheet	67%
Database	33%
Desktop publishing	7%
Other	7%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (60%) employers promote to the position of supervisor or manager on the basis experience and organizational skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor communication skills, lacked basic skills and/or arrived late to interview.

DOT Code: TITLE

201.362-030 Secretary

202.362-022 Stenotype Operator

203.582-058 Transcribing-Machine Operator

209.362-026 Personnel Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 6-months-1 year

RML G V N S P Q K F M E C

GED: 4 3 4 APTITUDES: 3 2 3 4 3 2 2 2 3 5 5

GOE Code: 07.01.03

SOC Code:

CIP Code:

O*NET SOC Code: TITLE

43-6014.00 Secretaries, Except Legal &

STOCK CLERKS-STOCKROOM WAREHOUSE & STORAGE YARD

Alternative Titles: Order Selector

OES Code 580230 D

Number of firms responding: 11

Number employed in the occupation by responding firms: 234

DESCRIPTION

Stock Clerks, Stockroom Warehouse, and Storage Yard, receives, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard and keep records and compile stock reports. Please do not include stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience:	\$6.75-\$10.25	\$7.38
New Hires, Experienced:	\$6.75 -\$10.25	\$8.00
3+Yrs. Experience with Firm:	\$6.75 -\$12.00	\$9.25

EMPLOYEES: NON-UNION: 82% UNION: 18%

HOURS

Full-time	97%
Part-time	3%
Other	0%

Full time employees average 40 hours per week, part-time average 20 hours per week.

SHIFTS

Day shift	91%
Swing shift	18%
Graveyard	9%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	73%	0%	0%
Medical Insurance	18%	55%	0%
Sick Leave	55%	0%	0%
Retirement Plan	9%	18%	9%
Dental Insurance	9%	45%	9%
Vision Insurance	0%	36%	0%
Life Insurance	27%	27%	9%
Child Care	0%	9%	0%
Other	9%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006:

Very Large

Range: 1,770 to 2,070

Gender: Male 71% Female 29%

PROJECTIONS

Occupational Forecast 1999 to 2006

Growth rate (per yr.): 2.4% Average

Job Growth: 43

Separations: 29

Last 12 months growth trend: Almost all (91%) employers reported employment has remained stable.

Next 24 months growth trend: Almost all (91%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult - Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.

Inexperienced:

Not Difficult - Supply of qualified applicants is considerable greater than demand, creating a very competitive job market for applicants.

Turnover Rate

For the 7 employers responding, the turnover rate was 53% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

11 Firms Responding

Top three recruitment methods of employers responding

Walk-In Applicants	73%
Employee Referrals	64%
In- House promotion	55%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Many (55%) employers require less than high school education.

Training

Many (50%) employers will accept an average of 4 months training in lieu of experience. Most (73%) employers do not require technical or vocational training.

Range: 3 to 6 months.

Experience

Some (36%) employers require an average of 16 months in this occupation. Many (50%) employers will accept an average of 8 months experience in a related occupation such as warehousing or retail.

Range: 3 to 60 months in this occupation; 6 to 12 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to stock shelves
- Record keeping skills
- Understanding of inventory techniques

Physical:

- Ability to stand for prolonged periods
- Ability to lift at least 50 lbs repeatedly

Basic:

- Ability to accurately record and report
- Ability to read and follow written instructions
- Oral communication skills

Other Qualifications:

- Ability to work independently
- Public contact skills
- Willingness to work with close supervision

COMPUTER SKILLS

Required by 3 Firms	Percent of Firms
Word processing	33%
Spreadsheet	0%
Database	33%
Desktop publishing	0%
Other	33%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (64%) employers promote to the position of cashier or team lead based on customer relation skills and dependability.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work habits.

DOT Code: TITLE

222.387-058 Stock Clerk, clerical

299.367-014 Stock Clerk, retail trade

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 3-6 months

RML G V N S P Q K F M E C

GED: 3 3 2 APTITUDES: 3 3 3 3 2 4 4 3 5 4

GOE Code: 05.09.01

SOC Code:

CIP Code:

O*NET SOC Code: TITLE

43-5081.03 Stock Clerks—Stockroom,
Warehouse, Storage Yard

TRAFFIC, SHIPPING & RECEIVING CLERKS

Alternative Titles: Senior Clerk, Shipping Dock Clerk

OES Code 580280 D

Number of firms responding: 17

Number employed in the occupation by responding firms: 112

DESCRIPTION

Traffic, Shipping, and Receiving Clerks verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Please do not include Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Non-union		
New Hires, No Experience:	\$6.75-\$10.50	\$8.63
New Hires, Experienced:	\$7.50-\$10.50	\$9.50
3+Yrs. Experience with Firm:	\$9.00-\$12.38	\$10.25
Union		
New Hires, No Experience:	\$10.11-\$12.00	\$10.94
New Hires, Experienced:	\$10.11-\$15.62	\$11.47
3+Yrs. Experience with Firm:	\$13.93-\$15.62	\$14.75

EMPLOYEES: NON-UNION: 76% UNION 24%

HOURS

Full-time	93%
Part-time	2%
Seasonal	4%
Other	1%

Full time employees average 40 hours per week, part-time average 32 hours per week.

SHIFTS

Day shift	100%
Swing shift	41%
Graveyard	6%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	88%	0%	0%
Medical Insurance	47%	41%	0%
Sick Leave	65%	0%	0%
Retirement Plan	41%	12%	12%
Dental Insurance	47%	29%	6%
Vision Insurance	35%	12%	0%
Life Insurance	47%	0%	18%
Child Care	0%	0%	0%
Other	12%	12%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 1,290 to 1,390

Gender: Male 66% Female 34%

PROJECTIONS

Occupational Forecast 1999-2006

Growth rate (per yr.): 1.1% Slower than Average

Job Growth: 14

Separations: 23

Last 12 months growth trend: Most (76%) employers reported employment has remained stable.

Next 24 months growth trend: Most (76%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Moderately Difficult - Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Inexperienced:

Moderately Difficult - Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Turnover Rate

For the 10 employers responding, the turnover rate was 99% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

17 Firms Responding

Top three recruitment methods of employers responding

Employee referrals	76%
In- House promotion	53%
Employment Development Department	53%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Most (71%) employers require high school or the equivalent.

Training

Most (73%) employers will accept an average of 8 months training in lieu of experience in this occupation. Most (71%) employers do not require technical or vocational training.

Range: 3 to 24 months.

Experience

Many (41%) employers do not require but prefer an average of 13 months experience in this occupation. Many (55%) employers will not accept an average of 13 months experience in a related occupation, such as accounting or general office.

Range: 3 to 24 months in this occupation, 6 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Record keeping skills

An understanding of inventory techniques

Ability to operate a forklift and strapping machine

Physical:

Ability to lift at least 60 lbs repeatedly

Basic:

Ability to read and follow written instructions

Ability to read and follow and written instructions

Oral communication skills

Other Qualifications:

Ability to work under pressure

Ability to work independently

Ability to work under close supervision

COMPUTER SKILLS

Required by 8 Firms	Percent of Firms
Word processing	63%
Spreadsheet	88%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (76%) employers promote to the position of supervisor or manager based on management skills, attendance and responsibility.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work habits and/or poor work background.

DOT Code: TITLE

222.387-050 Shipping and Receiving Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 6 months-1 year

RML GVN SPQ KFM EC

GED: 3 3 2 APTITUDES:3 3 3 3 3 4 4 3 5 5

GOE Code: 05.09.01

SOC Code:

CIP Code:

O*NET SOC Code: TITLE

43-5071.00 Traffic, Shipping, And Receiving

TRUCK DRIVERS—HEAVY OR TRACTOR TRAILER

No Alternative titles available

OES Code 971020 D

Number of firms responding: 16

Number employed in the occupation by responding firms: 918

DESCRIPTION

Heavy Or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than 3 tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$11.00 - \$11.00	\$11.00
New Hires, Experienced	\$8.33 - \$14.96	\$12.00
3 Yrs+ Experience with Firm	\$9.24 - \$17.26	\$13.16

EMPLOYEES: NON-UNION: 100%

HOURS

Full-time	45%
Part-time	1%
Seasonal	55%
Other	0%

Full time employees average 50 hours per week, part-time average 26 hours per week.

SHIFTS

Day	81%
Swing	31%
Graveyard	25%
Other	25%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	56%	0%	0%
Medical Insurance	38%	44%	0%
Sick Leave	6%	0%	0%
Retirement Plan	13%	31%	6%
Dental Insurance	19%	38%	0%
Vision Insurance	19%	19%	6%
Life Insurance	25%	13%	6%
Child care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 4,650 to 5,530

Gender: Male 85% Female 15%

PROJECTIONS

Occupational Forecast: 1999-2006

Growth rate (per yr): 2.7% Average

Job Growth: 126

Separations: 73

Last 12 months growth trend: Many (44%) employers reported employment had grown.

Next 24 months growth trend: Most (75%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Turnover Rate

For the 14 employers responding, the turnover rate was 31% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

16 Firms Responding

Top three recruitment methods of employers responding

Walk in applicants	69%
Employee referrals	63%
Newspaper ads	56%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Many (56%) employers require less than high school.

Training

Most (73%) employers will not accept training in lieu of experience in this occupation. Most (63%) will not accept vocational or technical training.

Experience

Most (63%) employers require an average of 22 months experience in this occupation. Some (27%) will accept an average of 15 months experience in a related occupation involving truck driving.

Range 1 to 60 months in this occupation; 1 to 24 months in a related occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Map reading skills
- Ability to read invoices
- Knowledge of local roads/streets

Physical:

- Ability to work independently
- Ability to sit/drive for prolonged periods of time
- Ability to load/unload truck

Basic:

- Ability to read and follow written instructions
- Ability to write legibly
- Oral communication skills

Other Qualifications:

- Possession of a valid Class A driver's license
- Ability to interact well with others
- Willingness to work on call

COMPUTER SKILLS

Required by 2 Firms	Percent of Firms
Word processing	50%
Spreadsheet	50%
Database	50%
Desktop publishing	0%
Other	100%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most (63%) employers do not promote from this occupation.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants had poor work background, poor communication skills and/or did not meet minimum requirements.

DOT Code: TITLE
905.663-014 Truck Drivers, Heavy

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation 3-6 months
RML G V N S P Q K F M E C
GED: 3 2 2 APTITUDES: 3 4 4 3 4 4 3 4 3 3 4
GOE Code: 05.08.01
SOC Code:
CIP Code:
O*NET SOC Codes: TITLE
53-3023.00 Truck Drivers – Heavy or Tractor
Trailer

TRUCK DRIVERS-LIGHT, INCLUDING DELIVERY & ROUTE WORKERS

Alternative Titles: Courier, Commercial Driver

OES Code 971050

Number of firms responding: 8

Number employed in the occupation by responding firms: 65

DESCRIPTION

Light Truck Drivers, including Delivery and Route Workers drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Please do not include workers whose duties include sales.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$8.00	\$7.50
New Hires, Experienced	\$6.75 - \$11.54	\$8.00
3 Yrs+ Experience with Firm	\$7.00 - \$13.35	\$8.75

EMPLOYEES: NON-UNION: 88% UNION: 13%

HOURS

Full-time	68%
Part-time	31%
Other	2%

Full time employees average 42 hours per week, part-time average 28 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	50%	13%	0%
Medical Insurance	25%	63%	0%
Sick Leave	50%	13%	0%
Retirement Plan	38%	25%	0%
Dental Insurance	25%	50%	0%
Vision Insurance	25%	25%	0%
Life Insurance	38%	13%	13%
Child care	0%	0%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1999 to 2006: Very Large

Range: 2,020 to 2,520

Gender: Male 72% Female 28%

PROJECTIONS

Occupational Forecast: 1999-2006

Growth rate (per yr): 3.5% Faster than Average

Job Growth: 71

Separations: 33

Last 12 months growth trend: Most (75%) employers reported employment had remained stable.

Next 24 months growth trend: Most (75%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very Difficult – Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their search.

Inexperienced:

Moderately Difficult – Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times and applicants may find little competition in their job search.

Turnover Rate

For the 5 employers responding, the turnover rate was 49% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	63%
Newspaper ads	63%
Employment Development Department	25%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating and drinking places	63%	581
Elementary and secondary schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Most (63%) employers require less than high school.

Training

All (100%) employers will substitute an average of 5 months training in lieu of experience in this occupation. All most all (88%) do not require vocational or technical training. Range: 3 to 6 months.

Experience

Most (75%) employers do not require experience in this occupation. Many (50%) employers will accept 6 months experience in a related occupation involving warehousing.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to read invoices
- Map reading skills
- Record keeping skills

Physical:

- Ability to load & unload freight
- Ability to sit continuously for 2 or more hours
- Ability to stand continuously for 2 or more hours

Basic:

- Oral communication skills
- Customer service skills
- Ability to read & follow written instructions

Other Qualifications:

- Possession of good DMV driving record
- Ability to work independently
- Ability to work under pressure

COMPUTER SKILLS

Required by 1 Firm	Percent of Firms
Word processing	100%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	100%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Almost all (88%) employers promote to supervisor and class A driver on the basis of communication skills, job knowledge and customer service skills.

REASONS FOR NOT HIRING

Employers reported they did not hire recent applicants because the applicants lacked basic skills and/or had poor work background.

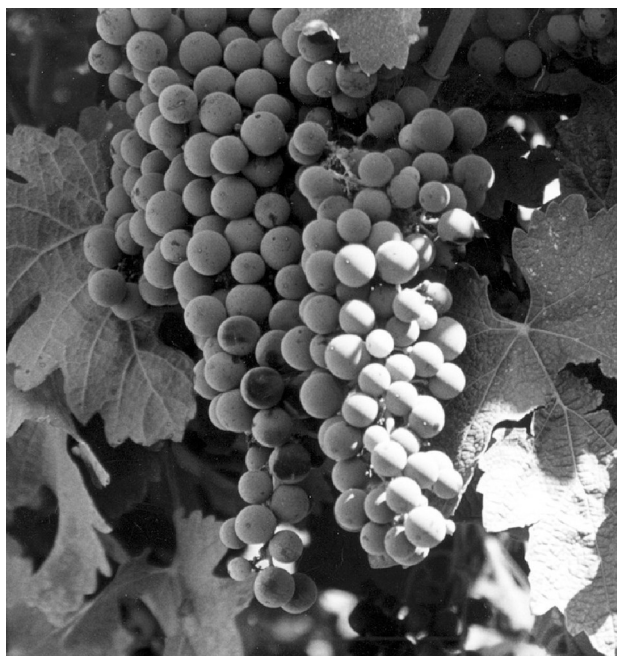
DOT Code: TITLE
906.683-022 Truck Driver, Light

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation 1-3 months
R M L G V N S P Q K F M E C
GED: 3 2 2 APTITUDES:3 4 4 3 4 5 3 4 3 3 4
GOE Code: 05.08.01
SOC Code:
CIP Code:
O*NET SOC Codes: TITLE
53-3033.00 Truck Drivers, Light- Include
Delivery and Route

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Manteca, CA 95336
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Tracy, CA 95376
833-1018

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• 135 W. Fremont Street
Stockton, CA 95202
948-7856

**CONWAY HOMES
WORKNET CENTER**

• 2633 Arizona St.
Stockton, CA 95206
946-1240

**GOODWILL
WORKNET CENTER**

• 129 South Grant St.
Stockton, CA 95202
466-2311

**CHDC
WORKNET CENTER**

• 2607 A Wigwam
Stockton, CA 95205
953-7350

**FREMONT FAMILY
WORKNET CENTER**

• 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook
2002-2003

OCCUPATIONS STUDIED
IN 2001

ADJUSTMENT CLERKS

OES Code 531230

Number of firms responding: 15

Number employed in the occupation by responding firms: 364

DESCRIPTION

Adjustment Clerks investigate and receive customer complaints concerning merchandise, service, billing or credit rating. They examine pertinent information to determine the accuracy of customer complaints and responsibility for errors, and notify customer and appropriate personnel of findings, adjustments, and recommendations, such as exchange of merchandise, refund of money, credit to customer's account, or the adjustment of the customer's bill.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience:	\$6.75-\$10.00	\$8.00
New Hires, Experienced:	\$8.00-\$15.00	\$10.50
3+Yrs. Experience with Firm:	\$8.40-\$16.00	\$11.30

EMPLOYERS: NON-UNION: 93% UNION 7%

HOURS

Full-time	96%
Part-time	4%
Other	0%

Full-time employees average 40 hours per week, part-time average 23 hours per week.

SHIFTS

Day shift	100%
Swing shift	7%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	80%	13%	0%
Medical Insurance	13%	80%	0%
Sick Leave	73%	13%	0%
Retirement Plan	27%	60%	0%
Dental Insurance	13%	67%	7%
Vision Insurance	13%	47%	7%
Life Insurance	53%	33%	0%
Child Care	0%	13%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997—2004: Large

Range: 540—750

Gender: Male 10% Female 90%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 5.6% Much faster than Average

Job Growth: 210

Separations: 30

Last 12 months growth trend: Almost all (87%) employers reported employment had remained stable.

Next 24 months growth trend: Almost all (97%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate was 34% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	73%
Employee referrals	53%
In-house promotion or transfer	40%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Medical Service and Health Insurance	38.5%	632
Public Warehousing and Storage	26.4%	422

EMPLOYER REQUIREMENTS

Education

Almost all responding employers require high school or the equivalent.

Training

Most employers do not require training but will substitute 6 months or more training involving bookkeeping and/or customer service skills for experience in the occupation.

Experience

Many employers require, and many prefer, 6 months or more experience in the occupation. Most will accept 6 months or more experience in a related occupation involving customer service.

Range: 1 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to use a calculator
- Ability to perform detailed clerical work

Personal:

- Public contact skills
- Ability to interact well with others
- Customer service skills
- Ability to follow oral instructions
- Ability to work under pressure

Basic:

- Oral communication skills
- Ability to read and follow instructions

COMPUTER SKILLS

Required by 11 Firms	Percent of Firms
Word processing	82%
Spreadsheet	64%
Database	45%
Desktop publishing	0%
Other	18%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Almost all responding employers promote to positions in sales, or supervisory and managerial positions based on demonstrated skills in accounting, strong problem solving, customer service and computers.

DEFICIENCIES IN NEW HIRES

Almost all responding employers report poor work habits or communication, or a lack of basic or technical skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

241.367-014 Adjustment Clerks

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 5

R M L G V N S P Q K F M E C

GED: 4 3 4 APTITUDES: 3 3 3 4 4 2 4 4 4 5 5

GOE Code: 07.05.02

SOC Code: 4783

CIP Code: 52.04018

O*NET SOC Code: 43-4051.01

Code: TITLE

43-4051.01 Adjustment Clerks

BOOKKEEPING, ACCOUNTING, AUDITING CLERKS, INCLUDING BOOKKEEPERS

OES Code 553380 D

Number of firms responding: 17

Number employed in the occupation by responding firms: 45

DESCRIPTION

Bookkeeping Clerks, Accounting Clerks and Auditing Clerks, including Bookkeepers, compute, classify and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. This does not include individuals whose primary duty is operating special office machines.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$6.93 - \$10.89	\$9.31
New Hires, Experienced	\$8.66 - \$17.32	\$12.02
3 Yrs+ Experience with Firm	\$11.00 - \$23.09	\$15.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	80%
Part-time	9%
Other	11%

Full-time employees average 40 hours per week, part-time average 31 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	100%	0%	0%
Medical Insurance	41%	47%	6%
Sick Leave	76%	0%	6%
Retirement Plan	35%	35%	0%
Dental Insurance	29%	47%	0%
Vision Insurance	24%	35%	0%
Life Insurance	59%	6%	12%
Child Care	0%	6%	12%
Other	0%	6%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997 to 2004: Very Large

Range: 2,520-2,770

Gender: Male 11% Female 89%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 14.1% - Much faster than Average

Job Growth: 250

Separations: 340

Last 12 months growth trend: Most (71%) employers reported employment remained stable.

Next 24 months growth trend: Most (71%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 43% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	67%
Employee referrals	53%
Private employment agencies	40%

WHERE THE JOBS ARE

<i>Major Employer*</i>	<i>Percent</i>	<i>SIC</i>
New & used car dealers	5.3%	551
Elementary & secondary schools	3.8%	821
Accounting & bookkeeping firms	3.5%	872

** Over 40 industries hire this occupation*

EMPLOYER REQUIREMENTS

Education

Most employers require a minimum of high school or equivalent. Some require an Associate's and a few require a Bachelor's degree.

Training

A few employers require, and many prefer, 12 months or more training. Many will substitute 18 months or more training for experience.

Experience

Almost all employers require 24 months or more experience in the occupation, but some will accept 24 months or more experience in a related occupation involving bookkeeping. Most employers require 18 months or more prior experience.

Range: 12 to 42 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to use a computer
- Telephone answering skills
- Payroll processing skills
- Ability to operate 10-key by touch
- Ability to type 45+ words per minute

Personal:

- Attention to detail
- Ability to work independently
- Ability to work as part of a team
- Organizational skills
- Problem solving skills

Basic:

- Ability to read and follow instructions
- Ability to write legibly
- Oral communication skills

COMPUTER SKILLS

<i>Required by 6 Firms</i>	<i>Percent of Firms</i>
Word processing	82%
Spreadsheet	88%
Database	24%
Desktop publishing	0%
Other	59%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many employers promote to occupations such as accountant or controller; or into supervisory or managerial occupations such as accounts supervisor, office manager or accounts manager.

DEFICIENCIES IN NEW HIRES

Many employers report poor work habits and inadequate basic skills (reading, writing and oral communication) as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

210.367-010 Account Information Clerk

210.382-014 Bookkeeper

210.382-010 Audit Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = 6

RML GVN SPQK FMEC

GED: 4 4 3 APTITUDES: 3 3 2 4 3 2 3 3 5 5

GOE Code: 07.02.02

SOC Code: 4712

CIP Code: 52.0302

O*NET SOC Code: TITLE

43-3031.00 Bookkeeping, Accounting and Auditing Clerks

CLAIMS EXAMINERS- PROPERTY & CASUALTY INSURANCE

OES Code 219210 Q

Number of firms responding: 9

Number employed in the occupation by responding firms: 68

DESCRIPTION

Claims Examiners-Property and Casualty Insurance review settled insurance claims to determine that payments and settlements have been made in accordance with company practices and procedures and insure that adjusters have followed proper methods. They report over payments, under payments, and other irregularities and confer with legal counsel on claims requiring litigation.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$7.25-\$18.00	\$13.42
New Hires, Experienced	\$10.00-\$21.00	\$16.24
3 + Yrs Experience with Firm	\$10.00-\$25.64	\$17.09

EMPLOYERS: NON-UNION 89% UNION 11

HOURS

Full-time	96%
Part-time	4%
Other	0%

Full-time employees average 41 hours per week, part-time average 31 hours per week.

SHIFTS

Day	89%
Swing	0%
Graveyard	0%
Other	11%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	56%	33%	0%
Medical Insurance	22%	67%	0%
Sick Leave	56%	33%	0%
Retirement Plan	33%	33%	11%
Dental Insurance	22%	56%	0%
Vision Insurance	11%	33%	0%
Life Insurance	56%	11%	11%
Child Care	0%	11%	22%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: N/A

Range: N/A

Gender: Male 51% Female 49%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend: Most (67%) employers reported employment had remained stable.

Next 24 months growth trend: Many (44%) employers expect employment to remain stable. Many (44%) expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate was 10% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	78%
Employee referrals	67%
Internet	44%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Medical Service and Health Insurance	96.8%	632

EMPLOYER REQUIREMENTS

Education

Some employers require applicants for this position to have obtained at least a high school diploma (or the equivalent) and some require an Associate's or Bachelor's Degree for this occupation.

Training

Some employers require technical or vocational training and will substitute 8 months of training for experience in the occupation.

Experience

Most employers require 12 months or more experience in the occupation prior to hiring, and some of these will substitute 10 months of experience in a related occupation for experience as a property and casualty insurance claims examiner.

Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Problem solving skills
Attention to detail
Ability to read and comprehend information quickly
Completion of company training
Ability to interview others for information

Personal:

Organizational skills
Ability to work independently
Ability to work under pressure

Basic:

Oral communications skills
Ability to read and follow instructions

COMPUTER SKILLS

<i>Required by 7 Firms</i>	<i>Percent of Firms</i>
Word processing	86%
Spreadsheet	57%
Database	71%
Desktop publishing	0%
Other	14%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many employers reported that they promote to higher-level positions such as claims supervisor or claims manager.

DEFICIENCIES IN NEW HIRES

Employers indicated that poor work habits and poor communication are the two most common deficiencies among recently hired employees in this occupation.

DOT Code: TITLE
168.267-014 Claims Examiner

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVN SPQKFM EC
GED: 4 3 APTITUDES: Not Available
GOE Code: 07.05.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
13-1031.01 Claims Examiners

COUNTER ATTENDANTS

OES Code 650170

Number of firms responding: 16

Number employed in the occupation by responding firms: 1,060

DESCRIPTION

Counter Attendants, Lunchroom, Coffee Shop, or Cafeteria Counter Attendants serve food to diners at a counter or from a steam table. This does not include counter attendants who also wait on tables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$7.31	\$6.75
New Hires, Experienced	\$6.75 - \$7.75	\$6.93
3 Yrs+ Experience with Firm	\$6.75 - \$9.00	\$7.00

EMPLOYERS: NON-UNION 87% UNION 13%

HOURS

Full-time	27%
Part-time	73%
Other	0%

Full time employees average 38 hours per week, part-time average 22 hours per week.

SHIFTS

Day	75%
Swing	63%
Graveyard	13%
Other	19%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	38%	19%	6%
Medical Insurance	19%	44%	13%
Sick Leave	13%	13%	6%
Retirement Plan	13%	19%	6%
Dental Insurance	6%	38%	19%
Vision Insurance	6%	31%	19%
Life Insurance	19%	13%	19%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997–2004:

Large

Range: 560 to 690

Gender: Male 29% Female 71%

PROJECTIONS

Occupational Forecast: 1997–2004

Growth rate (per yr): 3.3% Average

Job Growth: 130

Separations: 470

Last 12 months growth trend: Many (56%) employers reported employment had remained stable.

Next 24 months growth trend: Many (56%) employers expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult—Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 160% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	81%
Employee referrals	75%
In house promotion or transfer	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and Drinking Places	63%	581
Elementary and Secondary Schools	14.1%	821

EMPLOYER REQUIREMENTS

Education

Most employers will hire applicants with less than high school. Some require high school or the equivalent.

Training

Most employers do not require training, but some will accept 3 months or more training for experience.

Experience

Many employers do not require experience, but some prefer 3 months or more experience in the occupation. Some will accept 6 months or more experience in a related occupation involving food or customer service.

Range: 2 to 12 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Order taking skills
- Ability to make change

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to use hands, arms and fingers

Personal:

- Public contact skills
- Customer service skills
- Ability to work independently
- Good grooming
- Willingness to work nights, weekends, and holidays

Basic:

- Read and follow written and oral instructions
- Oral communication skills

COMPUTER SKILLS

<i>Required by 4 Firms</i>	<i>Percent of Firms</i>
Word processing	50%
Spreadsheet	50%
Database	50%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many employers promote to crew or team leader, shift leader or manager on the basis of factors such as experience, writing, cooking, cash handling, customer service, leadership and management skills. Employers mentioned a positive work attitude, good personal skills, reliability, the willingness to learn as positive factors they consider when promoting.

DEFICIENCIES IN NEW HIRES

Many employers report poor work habits and some lack of basic skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE
N/A

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation N/A
RML GVN SP QK FME C

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Codes: TITLE

353022.00 Counter Attendants

DENTAL HYGIENISTS

OES Code 329080

Number of firms responding: 11

Number employed in the occupation by responding firms: 44

DESCRIPTION

Dental Hygienists perform dental prophylactic treatments and instruct groups and individuals in the care of the teeth and mouth.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$31.25-\$35.63	\$34.38
New Hires, Experienced	\$31.25-\$43.75	\$37.50
3 + Yrs Experience with Firm	\$34.38-\$50.00	\$40.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	30%
Part-time	66%
Other	5%

Full-time employees work 32 to 44 hours per week, part-time work 20 hours.

SHIFTS

Day	100%
Swing	9%
Graveyard	0%
Other	9%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	55%	0%	0%
Medical Insurance	36%	9%	0%
Sick Leave	45%	0%	0%
Retirement Plan	18%	9%	18%
Dental Insurance	36%	9%	0%
Vision Insurance	0%	0%	18%
Life Insurance	0%	0%	9%
Child Care	0%	0%	18%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: Small

Range: 220 to 270

Gender: Male 18% Female 82%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 3.2% - Average

Job Growth: 50

Separations: 40

Last 12 months growth trend: Most (73%) employers reported employment had remained stable.

Next 24 months growth trend: Most (73%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate was 14% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ad	82%
Employee referrals	45%
Colleges/Universities	45%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Offices & Clinics of Dentists	100%	802

EMPLOYER REQUIREMENTS

Education

Most employers require applicants for this occupation to have an Associate's Degree, while some expect applicants to possess a Bachelor's Degree.

Training

Almost all employers require applicants to complete a Dental Hygienist program. Licensing is required to work in this occupation. For more information, call the Board of Dental Examiners at (916) 263-2595.

Experience

Many employers do not require, but prefer applicants to have an average of 19 months of experience in the occupation prior to hiring. Range: 6 to 48 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to do ultrasonic scaling
- Possess Dental Hygienist Licensing
- Knowledge of infection control
- Ability to examine gums for signs of disease
- Teeth polishing skills

Personal:

- Public contact skills
- Ability to work as part of a team
- Ability to work independently
- Patience with children

COMPUTER SKILLS

<i>Required by 4 Firms</i>	<i>Percent of Firms</i>
Word processing	0%
Spreadsheet	0%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Employers do not promote to higher-level positions.

DEFICIENCIES IN NEW HIRES

No deficiencies in recent hires were identified by employers in this sample.

DOT Code: TITLE
078.361-010 Dental Hygienist

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 6
R M L G V N S P Q K F M E C
GED: 4 3 4 APTITUDES: 2 3 3 2 3 4 2 2 2 4 4
GOE Code: 10.02.02
SOC Code: 3630
CIP Code: 51.0602
O*NET SOC Code: TITLE
29-2021.00 Dental Hygienist

DINING ROOM & CAFETERIA ATTENDANTS & BARTENDER HELPERS

OES Code 650140 D

Number of firms responding: 16

Number employed in the occupation by responding firms: 227

DESCRIPTION

Dining Room and Cafeteria Attendants, and Bartender Helpers perform any combination of duties to facilitate food service. They carry dirty dishes from the dining room to the kitchen, replace soiled table linens and set tables with silverware and glassware, and replenish supply of clean linens, silverware, glassware, and dishes. They supply services bar with food, such as soups, salads, and desserts, and serve ice water and butter to patrons. They may also serve coffee to patrons and wash tables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$8.22	\$6.75
New Hires, Experienced	\$6.25 - \$8.22	\$6.75
3 Yrs+ Experience with Firm	\$6.75 - \$10.00	\$6.75

EMPLOYERS: NON-UNION 81% UNION 19%

HOURS

Full-time	25%
Part-time	70%
Other	5%

Full-time employees average 38 hours per week, part-time average 22 hours per week.

SHIFTS

Day	94%
Swing	63%
Graveyard	6%
Other	19%

BENEFITS

Percentage of responding employers offering benefits for full-time employees.

	Employer Paid	Shared Cost	Employee Pays All
Vacation	31%	6%	0%
Medical Insurance	19%	13%	0%
Sick Leave	31%	6%	0%
Retirement Plan	19%	13%	6%
Dental Insurance	19%	13%	0%
Vision Insurance	13%	13%	0%
Life Insurance	13%	6%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation: 1997-2004

Large

Range: 650 to 710

Gender: Male 32% Female 68%

PROJECTIONS

Occupational Forecast: 1997 to 2004

Growth rate (per yr): 13.1% Much faster than Average

Job Growth: 60

Separations: 170

Last 12 months growth trend: Many (56%) employers reported employment had remained stable. Many (44%) employers reported employment growth.

Next 24 months growth trend: Almost all (81%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

No difficulty-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate was 17% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS*Top three recruitment methods of employers responding*

Walk in applicants	63%
Newspaper ads	50%
Employee referrals	50%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating and Drinking Places	91.6%	581

EMPLOYER REQUIREMENTS*Education*

Many employers do not require high school or equivalent.

Training

Employers do not require training but some will accept 3 months or more training as a substitute for experience.

Experience

Many employers do not require experience. A few employers require, and some prefer, 2 months or more experience in the occupation. A few will accept 3 months or more related experience involving food service, customer service or cash handling.

Range: 3 to 18 months.

SKILLS, LICENSES & OTHER REQUIREMENTS*Technical:*

- Ability to handle food orders in a timely fashion
- Knowledge of a sanitary work environment
- Attention to detail

Physical:

- Ability to stand continuously for two or more hours

Personal:

- Personal cleanliness
- Public contact skills
- Ability to work independently
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions

COMPUTER SKILLS

<i>Required by 2 Firms</i>	<i>Percent of Firms</i>
Word processing	50%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	50%

OTHER INFORMATION**PROMOTIONAL OPPORTUNITIES**

Most employers promote to crew or team leader, floor supervisor, assistant manager or manager on the basis of demonstrated personal skills, reliability and responsibility, motivation and communication skills.

DEFICIENCIES IN NEW HIRES

Most employers report poor work habits (motivation, attendance), poor communication skills or lack of basic skills, as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

311.677-010 Dining Room and Cafeteria Attendants

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = 2

RMLGVNSPQFMEC

GED: 2 1 1 APTITUDES: N/A

GOE Code: 09.05.02

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

35-9011.00 Dining Room and Cafeteria Attendants

HELPERS-ELECTRICIANS & POWERLINE TRANSMISSION INSTALLERS

OES Code 983130

Number of firms responding: 12

Number employed in the occupation by responding firms: 52

DESCRIPTION

Electrician and Power line transmission Installers' Helpers help by performing duties of lesser skill. Their duties include supplying or holding materials or tools and cleaning work area and equipment. Does not include apprentice workers. Also, does not include Construction or Maintenance Laborers who do not primarily assist Electricians or Power line Transmissions installers.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$6.75-\$11.00	\$7.63
New Hires, Experienced	\$6.75-\$12.50	\$10.0
3 + Yrs Experience with Firm	\$8.00-\$15.00	\$12.25

EMPLOYERS: NON-UNION 92% UNION 8%

HOURS

Full-time	88%
Part-time	4%
Other:	7%

Full-time employees average 40 hrs per week, and part-time average 25 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	25%	8%	0%
Medical Insurance	25%	17%	0%
Sick Leave	8%	0%	0%
Retirement Plan	25%	17%	0%
Dental Insurance	8%	8%	0%
Vision Insurance	8%	0%	0%
Life Insurance	8%	0%	0%
Child Care	8%	0%	0%
Other	8%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004

Range: N/A

Gender: Male 94% Female 6%

PROJECTIONS

Occupational Forecast 1997 to 2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend: Most (67%) employers reported employment had remained stable.

Next 24 months growth trend: Many (50%) employers expect employment to remain stable. Many (50%) expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate:

Among employers responding, the turnover rate was 22% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	67%
Employee referrals	50%
Walk in applicants	50%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Electrical Work	57.8%	173
Combination Utility Services	42.2%	493

EMPLOYER REQUIREMENTS

Education

Almost all employers reported that they require applicants for this position to have at least a high school diploma (or the equivalent).

Training

Some employers require 14 months or more technical or vocational training and most will accept 9 months or more training as a substitute for experience.

Experience

Although many employers do not require experience, some do prefer that applicants have at least 12 months of experience in the occupation. Of the employers that prefer experienced applicants, many will accept an average of 26 months of experience in related occupations such as construction.

Range: 6 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Ability to determine the kind of tools & equipment needed to do a job
Knowledge of safe equipment operating procedures
Knowledge of application of Electronics Theory, electrical codes

Physical:

Mechanical Aptitude
Good hand-eye coordination
Full use of hands, arms & fingers
Ability to distinguish colors

Personal:

Critical thinking skills
Ability to solve problems
Willingness to work under close supervision
Active listening skills

COMPUTER SKILLS

Required by O Firms	Percent of Firms
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Almost all employers promote to apprentice, electrician, journeyman electrician and foreman. Important skills for advancement include training, experience, use of tools, and communication skills.

DEFICIENCIES IN NEW HIRES

Employers reported poor work habits and lack appropriate job skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

Not Available

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = N/A

RML GVNSPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

Electricians 47-3031.00 Helpers

HOTEL DESK CLERKS

OES Code 538080

Number of firms responding: 16

Number employed in the occupation by responding firms: 81

DESCRIPTION

Hotel Desk Clerks accommodate hotel patrons by registering and assigning rooms to guests, issuing room keys, transmitting and receiving messages, keeping records of rooms occupied and guest's accounts, making and confirming reservations, and presenting statements to and collecting payments from departing guests.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25-\$7.50	\$7.00
New Hires, Experienced	\$6.25-\$10.00	\$7.50
3 Yrs+ Experience with Firm	\$6.25-\$12.00	\$8.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	83%
Part-time	16%
Other	1%

Full-time employees average 39 hours per week, part-time average 23 hours per week.

SHIFTS

Day	94%
Swing	94%
Graveyard	75%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	38%	6%	0%
Medical Insurance	13%	38%	0%
Sick Leave	25%	0%	0%
Retirement Plan	25%	13%	0%
Dental Insurance	13%	25%	0%
Vision Insurance	13%	19%	0%
Life Insurance	13%	19%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997 to 2004:

Small

Range: 100-130

Gender: Male 32% Female 68%

PROJECTIONS

Occupational Forecast 1997 to 2004

Growth rate (per yr.): 4.3% Faster than

Average

Job Growth: 30

Separations: 30

Last 12 months growth trend: Many (56%) employers report that employment remained stable.

Next 24 months growth trend: Almost all (81%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 60% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	81%
Walk in applicants	81%
Employee referrals	63%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Hotels and Motels	100%	701

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent.

Training

Many employers do not require training in the occupation but some will accept 3 months or more training (e.g., in customer service, hotel or front desk work, or computer skills) as a substitute for experience.

Experience

Some employers require and some prefer 6 months or more experience in the occupation, although many will accept 6 months or more experience in a related occupation involving front desk, housekeeping, cashiering or other clerical work.

Range: 3 to 12.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Ability to follow billing procedures
Write effectively
Record keeping
Ability to handle cash

Personal:

Public contact skills
Customer service skills
Good grooming
Ability to work under pressure
Ability to work independently

Basic:

Verbal communication and speaking skills
Read and follow instructions
Listening skills
Write legibly
Basic math

COMPUTER SKILLS

Required by 11 Firms Percent of Firms

Word processing	45%
Spreadsheet	18%
Database	45%
Desktop publishing	0%
Other	45%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers promote to positions such as front desk or sales supervisor or manager on the basis of education, technical, math, writing and customer service skills.

DEFICIENCIES IN NEW HIRES

Many employers report communication skills and poor work habits, and some employers report lack of basic skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE
238.367-038 Hotel Desk Clerks

Assessment Codes
California Occupational Guide
Specific Vocational Preparation 4
RML GBNSPQKFMEC

GED: 3 3 3 APTITUDES: N/A
GOE Code: 07.04.03
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
43-4081.00 Hotel Desk Clerk

INSURANCE CLAIMS CLERKS

OES Code 533110

Number of firms responding: 15

Number employed in the occupation by responding firms: 77

DESCRIPTION

Insurance Claims Clerks obtain information from insured or designated persons to settle claims with their insurance carrier.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$10.00	\$8.50
New Hires, Experienced	\$7.00 - \$12.98	\$10.00
3 Yrs+ Experience with Firm	\$8.00 - \$14.00	\$12.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	78%
Part-time	22%
Other	0%

Full-time employees average 40 hours per week, part-time average 22 hours per week.

SHIFTS

Day	100%
Swing	7%
Graveyard	7%
Other	13%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	87%	7%	0%
Medical Insurance	53%	40%	0%
Sick Leave	80%	7%	0%
Retirement Plan	47%	27%	0%
Dental Insurance	40%	33%	7%
Vision Insurance	33%	20%	13%
Life Insurance	40%	7%	7%
Child Care	0%	0%	13%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: Small

Range: 150-180

Gender: Male: 1% Female: 99%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr): 2.9% Slower than Average

Job Growth: 30

Separations: 20

Last 12 months growth trend: Most (60%) employers reported employment remained stable.

Next 24 months growth trend: Most (67%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Somewhat difficult-Among employers responding, the turnover rate was 11% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	80%
Employee referrals	80%
In-house promotion or transfer	47%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Fire, Marine & Casualty Insurance	46.6%	633
Hospitals	37.6%	806

EMPLOYER REQUIREMENTS

Education

All (100%) employers surveyed hire applicants with high school or the equivalent.

Training

Most employers will substitute 12 months or more experience in related occupations in the clerical or health fields.

Experience

Many employers require 12 months or more experience in the occupation. Most do not require formal technical or vocational training but most will accept 6 months or more training in computer use or fields providing a health related background such as dental or medical assistant as a substitute for experience.

Range 4 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Data entry
- Ability to research and identify appropriate information
- Ability to read and comprehend information quickly
- Ability to organize and categorize information
- Problem solving skills

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Ability to interact with the public
- Ability to communicate verbally

COMPUTER SKILLS

<i>Required by 13 Firms</i>	<i>Percent of Firms</i>
Word processing	77%
Spreadsheet	38%
Database	23%
Desktop publishing	0%
Other	46%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers will promote into this occupation from lower occupations such as receptionist or other front office positions, or from file clerk or similar positions. Almost all will promote from this occupation into higher positions such as patient coordinator, team leader or department or office supervisor or manager. Employers promote on the ability to work quickly and independently, and on the basis of organizational, interpersonal and communications skills.

DEFICIENCIES OF NEW HIRES

Many employers report poor work habits, and some report poor communication skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE
241.262-010 Insurance Claims Clerk

Assessment Codes
California Occupational Guide N/A
Specific Vocational Preparation = 4
RML GVNSPQKFMEC
GED: 4 3 3 APTITUDES: N/A
GOE Code: 07.05.02
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
43-9041.01 Insurance Claims Clerks

MAIDS & HOUSEKEEPING CLEANERS

OES Code 670020 D

Number of firms responding: 16

Number employed in the occupation by responding firms: 229

DESCRIPTION

Maids and housekeeping cleaners perform any combination of tasks to maintain rooms in commercial establishments, such as hotels, restaurants and hospitals, in a clean and orderly condition. Their duties include making beds, replenishing linens, cleaning rooms and halls, and arranging furniture.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.25 - \$8.25	\$6.75
New Hires, Experienced	\$6.25 - \$8.83	\$6.75
3 Yrs+ Experience with Firm	\$6.35-\$10.50	\$7.13

EMPLOYERS: NON-UNION 94% UNION 6%

HOURS

Full-time	58%
Part-time	35%
Other	7%

Full-time employees average 40 hours per week, part-time average 27 hours per week.

SHIFTS

Day	100%
Swing	44%
Graveyard	13%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	56%	6%	0%
Medical Insurance	31%	31%	0%
Sick Leave	56%	6%	0%
Retirement Plan	31%	19%	6%
Dental Insurance	25%	38%	0%
Vision Insurance	25%	19%	0%
Life Insurance	38%	19%	0%
Child Care	0%	6%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: Large

Range: 840-1020

Gender: Male 19% Female 81%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr): 3.1% Average

Job Growth: 180

Separations: 120

Last 12 months growth trend: Many (56%) employers reported employment remained stable.

Next 24 months growth trend: Almost all (81%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 20% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	88%
Newspaper ads	75%
Employee referrals	56%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Hotels and Motels	25.4%	701
Hospitals	17.5%	806
Nursing, Personal Care Facilities	13.5%	805

EMPLOYER REQUIREMENTS

Education

Most employers do not require high school or the equivalent. Some employers require high school or the equivalent.

Training

Some employers will accept 3 months or more training as a substitute for experience.

Experience

A few employers require, and many prefer, 6 months or more experience in the occupation. Many will accept 6 months or more experience in a related occupation involving housekeeping or other work in a hotel or motel environment. Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to operate commercial vacuum cleaners
- Knowledge of a sanitary work environment
- Knowledge of hazardous materials
- Understanding of cleaning compounds and solutions

Physical:

- Ability to stand for prolonged periods

Personal:

- Ability to work as part of a team
- Ability to follow oral instructions
- Ability to interact well with others
- Ability to work rapidly

Basic:

- Ability to read and follow instructions

COMPUTER SKILLS

Required by 2 Firms	Percent of Firms
Word processing	100%
Spreadsheet	100%
Database	50%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers report promoting to lead housekeeper, office assistant, caregiver and room inspector or supervisor on the basis of experience, computer, communication and customer service skills.

DEFICIENCIES IN NEW HIRES

Employers report poor work habits and poor communication as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

323.687-010 Cleaner, Hospital

323.687-014 Cleaner, House Cleaning

323.687-018 House Cleaner

Assessment Codes

California Occupational Guide

Specific Vocational Preparation = 2

R M L G V N S P Q K F M E C

GED: 1 1 1 APTITUDES: 4 4 4 4 4 4 4 4 4 4

GOE Code: 05.12.18

SOC Code: 5254

CIP Code: N/A

O*NET SOC Code: TITLE

37-2012.00 Maids and Housekeeping Cleaners

NEW ACCOUNTS CLERKS

OES Code 531050

Number of firms responding: 15

Number employed in the occupation by responding firms: 98

DESCRIPTION

New Accounts Clerks interview persons desiring to open banking accounts. They explain banking services available to prospective customers, and assist them in preparing an application form.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.50 - \$10.05	\$8.00
New Hires, Experienced	\$7.00 - \$12.69	\$9.25
3 Yrs+ Experience with Firm	\$8.00 - \$14.14	\$11.50

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	62%
Part-time	38%
Other	0%

Full-time employees average 40 hours per week, part-time average 29 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	0%

BENEFIT

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	87%	0%	0%
Medical Insurance	60%	27%	0%
Sick Leave	87%	0%	0%
Retirement Plan	33%	40%	7%
Dental Insurance	53%	20%	0%
Vision Insurance	47%	20%	0%
Life Insurance	60%	13%	0%
Child Care	0%	0%	0%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: Small

Range: 220-280

Gender: Male: 7% Female 93%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr): 3.9% Faster than Average

Job Growth: 60

Separations: 60

Last 12 months growth trend: All most all (80%) employers reported employment remained stable.

Next 24 months growth trend: Most (60%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 40% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	93%
Employee referrals	60%
In-house promotion or transfer	47%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Commercial Banks	54%	602
Savings Institutions	42.8%	603

EMPLOYER REQUIREMENTS

Education

All (100%) employers require high school or the equivalent for new hires in this occupation.

Training

Although employers do not require technical or vocational training for this occupation, many will substitute 3 months or more training for experience in the occupation.

Experience

Many employers require and most prefer 6 months or more experience in the occupation. Almost all will accept 6 months or more related experience as a teller or in another related occupation involving customer service or cash handling.

Range: 5 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to interview others for information
- Ability to use a computer
- Ability to read forms quickly

Personal:

- Ability to follow oral instructions
- Customer service skills
- Ability to interact well with others
- Public contact skills
- Problem solving skills

Basic:

- Oral communication skills

COMPUTER SKILLS

Required by 3 Firms	Percent of Firms
Word processing	86%
Spreadsheet	43%
Database	43%
Desktop publishing	0%
Other	14%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Few (12%) employers responding promote. Most employers will promote into this occupation from other occupations such as teller, customer service representative or file clerk. Most will also promote from this occupation into higher occupations such as loan interviewer, bookkeeper, or supervisor or branch manager.

DEFICIENCIES IN NEW HIRES

Employers report poor work habits and lack of basic skills as deficiencies among recently hired employees in this occupation.

DOT Code: TITLE

205.362-026 Customer Service Representative

295.367-022 Safe Deposit Box Rental Clerk

Assessment Codes

California Occupational Guide

Specific Vocational Preparations = 6

RML GVNSPQKFM EC

GED: 4 3 4 APTITUDES: 3 3 3 4 4 2 4 4 4 5

GOE Code: 07.04.01

SOC Code: 4642

CIP Code: 52.0801

O*NET SOC Code: TITLE

43-4141.00 New Accounts Clerk

ORDER FILLERS-WHOLESALE & RETAIL SALES

OES Code 580260

Number of firms Responding: 17

Number employed in the occupation by responding firms: 387

DESCRIPTION

Wholesale and retail Sales Order Fillers fill customers mail and telephone orders from stored merchandise in accordance with specifications on sales slips or order forms. Their duties include computing prices of items, completing order receipts, keeping records of out-going orders, requisitioning additional material, supplies and equipment, and other related tasks. Does not include Laborers, Stock Clerks, and workers whose primary duties involve weighing and checking.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$7.00-\$12.00	\$9.00
New Hires, Experienced	\$6.75-\$17.50	\$12.00
3 Yrs+ Experience with Firm	\$7.21-\$19.89	\$15.00

EMPLOYERS: NON-UNION 88% UNION 12%

HOURS

Full-time	89%
Part-time	10%
Other	1%

Full-time employees average 42 hours per week, part-time average 22 hours per week.

SHIFTS

Day	100%
Swing	41%
Graveyard	12%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	88%	6%	0%
Medical Insurance	41%	41%	0%
Sick Leave	71%	6%	0%
Retirement Plan	29%	53%	0%
Dental Insurance	29%	47%	0%
Vision Insurance	35%	41%	0%
Life Insurance	35%	24%	12%
Child Care	0%	6%	0%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 270-320

Gender: Male 92% Female 8%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 2.6% Slower than Average

Job Growth: 50

Separations: 50

Last 12 months growth trend: Many (47%) employers reported that employment remained stable. Some (24%) reported employment grew.

Next 24 months growth trend: Most (71%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate was 16% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

In-house promotion or transfer	65%
Walk in applicants	53%
Employee referrals	59%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Groceries and Related Products	23.2%	514
Beer, Wine and Distilled Beverages	16.8%	518
Metals and Minerals, except Petrole	13.3 %	505

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent in new hires.

Training

Many employers will accept three months or more training as a substitute for experience.

Experience

Some employers require and many prefer 6 months or more experience in the occupation. Many will accept 6 months or more related experience, such as warehouse worker, forklift driver or sales.

Range: 3 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Ability to locate information quickly

Ability to read and comprehend information quickly

Personal:

Attention to detail

Ability to work as part of a team

Ability to work independently

Ability to interact well with others

Ability to follow oral instructions

Basic:

Ability to perform basic math

COMPUTER SKILLS

Required by 8 Firms	Percent of Firms
Word processing	63%
Spreadsheet	63%
Database	63%
Desktop publishing	25%
Other	38%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Almost all employers promote to parts supervisor or branch manager, purchasing or outside sales on the basis of demonstrated management or organizational ability, product/industry knowledge, and computer and math skills.

DEFICIENCIES IN NEW HIRES

Many employers report poor work habits, and some report poor basic skills and poor technical skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE

222.487-014 Wholesale and Retail Order Fillers

Assessment Codes

California Occupational Guide

Specific Vocational Preparation 3

RML GVN SP QK FME C

GED: 3 2 2 APTITUDES: N/A

GOE Code: 05.09.01

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

43-5081.04 Wholesale and Retail Order Fillers

PAINTERS, PAPERHANGERS- CONSTRUCTION & MAINTENANCE

OES Code 874020

Number of firms responding: 15

Number employed in the occupation by responding firms: 120

DESCRIPTION

Painters, Paperhangers, Construction and Maintenance paint walls, equipment, buildings, bridges and other structural surfaces using brushes, rollers, and spray guns. They may mix colors or oils to obtain desired color or consistency. Paperhangers cover interior walls and ceilings of rooms with decorative wallpaper or fabric.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$10.00	\$8.00
New Hires, Experienced	\$9.00 - \$15.00	\$12.00
3 Yrs+ Experience with Firm	\$10.00 - \$21.00	\$16.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	93%
Part-time	4%
Other	3%

Full-time employees average 40 hours per week, and part-time average 25 hours per week.

SHIFTS

Day	100%
Swing	0%
Graveyard	0%
Other	7%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	<i>Employer Paid</i>	<i>Shared Cost</i>	<i>Employee Pays All</i>
Vacation	33%	0%	0%
Medical Insurance	13%	33%	0%
Sick Leave	20%	0%	0%
Retirement Plan	13%	7%	7%
Dental Insurance	0%	13%	7%
Vision Insurance	0%	27%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 420-600

Gender: Male: 92% Female: 8%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr): 6.1% Much
Faster than Average

Job Growth: 180

Separations: 90

Last 12 months growth trend: Many (53%) employers reported employment remained stable.

Next 24 months growth trend: Many (53%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers surveyed, the turnover rate was 30% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	80%
Walk in applicants	60%
Newspaper ads	47%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Painting & Paperhanging	48.8%	172
Advertising	11%	731
Residential Building Construction	9.3%	152

EMPLOYER REQUIREMENTS

Education

Most employers report hiring applicants with less than high school.

Training

Most employers do not require formal technical or vocational training and will substitute 6 months or more training for experience.

Experience

Most employers require and some prefer 12 months or more prior experience in the occupation. Many will accept 12 months or more experience in a related construction occupation.

Range: 7 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Attention to detail
- Knowledge of safe working practices
- Ability to work from ladders or scaffolds
- Surface preparation skills
- Provide own hand tools

Physical:

- Ability to stand for prolonged periods
- Ability to lift at least 50 lbs

Personal:

- Willingness to work under close supervision
- Ability to work independently
- Ability to interact well with others

Basic:

- Ability to follow oral instructions

COMPUTER SKILLS

Required by 0 Firms	Percent of Firms
Word processing	0%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers will promote into this occupation from positions, such as apprentice or helper or other construction labor or helper positions, and will promote from this occupation into higher positions such as crew leader, foreman or supervisor.

DEFICIENCIES IN NEW HIRES

Employers report poor work habits, poor communication skills including the ability to speak English, and the lack of other basic or technical skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE
840.381-010 Painter
841.381-010 Paperhanger

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVNSPQKFMEC
GED: 3 2 2 APTITUDES: 3 4 4 4 3 4 3 3 43
GOE Code: 05.10.07
SOC Code: 6442
CIP Code: 46.0408
O*NET SOC Code: TITLE
47.2141.00 Painter
47.2142.00 Paperhanger

PHARMACISTS

OES Code 325170 Q

Number of firms responding: 17

Number employed in the occupation by responding firms: 132

DESCRIPTION

Pharmacists compound and dispense medications following prescriptions issued by physicians, dentists or other authorized medical practitioners.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$32.00-\$46.00	\$40.38
New Hires, Experienced	\$37.50-\$46.00	\$43.00
3+Yrs. Experience with Firm	\$40.00-\$47.00	\$43.50

EMPLOYERS: NON-UNION 88% UNION 12%

HOURS

Full-time	72%
Part-time	28%
Other	0%

Full-time employees average 41 hours per week, part-time average 21 hours per week.

SHIFTS

Day	100%
Swing	35%
Graveyard	12%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	76%	12 %	0%
Medical Insurance	53%	35%	0%
Sick Leave	65%	12%	0%
Retirement Plan	65%	12%	0%
Dental Insurance	47%	24%	0%
Vision Insurance	47%	18%	0%
Life Insurance	41%	12%	0%
Child Care	24%	0%	0%
Other	6%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 280-330

Gender: Male 65% Female 35%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 2.6% Slower than Average

Job Growth: 50

Separations: 60

Last 12 months growth trend: Most (71%) employers reported that employment remained stable

Next 24 months growth trend: Many (53%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate was 10% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Colleges/Universities	65%
Employee referrals	53%
School/program referrals	29%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Drug stores, proprietary stores	45.2%	591
Hospitals	33.1%	806

EMPLOYER REQUIREMENTS

Education

Most employers hire pharmacists with graduate study.

Training

Some employers accept 12 months or more training as a substitute for experience.

Experience

Some employers require new hires to have experience in this occupation. Many employers prefer 12 months or more experience but do not require it.

Range: 12 to 72 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Pharmacy is a profession licensed by the State of California

Technical:

- Knowledge of non-prescription medicine
- Knowledge of the composition and effects of drugs
- Ability to maintain records
- Ability to advise physicians and patients on the proper selection and use of medicines
- Knowledge of pharmaceutical and drug laws

Physical:

- Ability to stand continuously for more than two hours

Personal:

- Attention to detail
- Ability to work effectively under pressure
- Customer service skills
- Understanding a variety of cultures
- Ability to work independently

Basic:

- Ability to write effectively.

COMPUTER SKILLS

Required by 6 Firms	Percent of Firms
Word processing	38%
Spreadsheet	13%
Database	25%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Some employers promote to pharmacy supervisor or manager, clinic coordinator or director, on the basis of advanced education, experience and management skills.

DEFICIENCIES IN NEW HIRES

Many employers report poor work habits and lack of communication skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE
074.161-010 Pharmacists

Assessment Codes
California Occupational Guide
Specific Vocational Preparation: 7
RML GVNSPQKFMEC
GED: 5 5 5 APTITUDES: N/A
GOE Code: 02.04.01
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
29-1051.00 Pharmacists

PHARMACY AIDES

OES Code 660260

Number of firms responding: 16

Number employed in the occupation by responding firms: 86

DESCRIPTION

Pharmacy Aides record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. They may operate the cash register and accept prescriptions for filling.

WAGES & BENEFITS

WAGE	RANGE	MEDIAN
New Hires, No Experience	\$6.75-\$8.00	\$6.98
New Hires, Experienced	\$7.00-\$12.00	\$8.50
3+Yrs. Experience with Firm	\$7.50-\$14.04	\$11.25

EMPLOYERS: NON-UNION 88% UNION 13%

HOURS

Full-time	52%
Part-time	44%
Other	3%

Full-time employees average 40 hours per week, part-time average 24 hours per week.

SHIFTS

Day	94%
Swing	38%
Graveyard	0%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	50%	19%	0%
Medical Insurance	50%	31%	0%
Sick Leave	44%	13%	0%
Retirement Plan	50%	6%	0%
Dental Insurance	25%	25%	0%
Vision Insurance	25%	25%	0%
Life Insurance	25%	13%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 100-130

Gender: Male 29% Female 71%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): 4.3% Faster than Average

Job Growth: 30

Separations: 20

Last 12 months growth trend: Many (50%) employers reported employment remained stable. Many (50%) employers reported employment growth.

Next 12 months growth trend: Most (63%) employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult -Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Inexperienced:

No difficulty-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate was 18% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	56%
Walk in applicants	50%
Newspaper ads	44%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Hospitals	54%	806
Drug stores and Proprietary stores	27.8%	591

EMPLOYER REQUIREMENTS

Education

Almost all employers require high school or the equivalent.

Training

Most employers do not require training but will accept 12 months or more training as a substitute for experience.

Experience

Some employers require, and many prefer 6 months or more experience in the occupation. A few accept 6 months or more experience in a related occupation providing customer service.

Range: 6 to 48 months.

SKILLS, LICENSE & OTHER REQUIREMENTS

Technical:

- Cash handling skills
- Ability to operate a cash register

Physical:

- Ability to stand continuously for two or more hours

Personal:

- Customer service skills
- Good grooming skills
- Ability to work under pressure
- Ability to pay attention to detail
- Ability to work as part of a team

Basic:

- Ability to read and follow instructions
- Ability to write legibly
- Clean police record

COMPUTER SKILLS

Required by 8 Firms	Percent of Firms
Word processing	63%
Spreadsheet	13%
Database	25%
Desktop publishing	0%
Other	13%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers promote to pharmacy technician or assistant manager on the basis of store/product knowledge, computer skills or customer service skills.

DEFICIENCIES IN NEW HIRES

Almost all employers report poor work habits, poor communication skills, and a lack of basic or technical skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE

N/A

Assessment Codes

California Occupational Guide

Specific Vocational Preparation: N/A

RML GVNSPQFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

31-9095.00 Pharmacy Aides

PHYSICIAN'S ASSISTANTS

OES Code 325110

Number of firms responding: 9

Number employed in the occupation by responding firms: 30

DESCRIPTION

Physician Assistants provide patient services under the direct supervision and responsibility of a doctor of medicine or osteopathy. They elicit detailed patient histories and do complete physical examinations, reach tentative diagnosis and order appropriate laboratory tests. This occupation requires Certification by the National Commission on Certification of Physicians' Assistants and the California State Board of Medical Quality Assurance. Does not include Nurses, or Ambulance Attendants whose training is limited to the application of first aid.

WAGES & BENEFITS

WAGES

Union

	RANGE	MEDIAN
New Hires, No Experience	\$28.24-\$28.24	\$28.24
New Hires, Experienced	\$26.52-\$29.36	\$27.94
3+ Yrs Experience with Firm	\$29.23-\$32.21	\$30.72

Non-union

	RANGE	MEDIAN
New Hires, No Experience	\$28.00 - \$28.24	\$28.24
New Hires, Experienced	\$25.64-\$40.00	\$29.36
3+ Yrs Experience with Firm	\$29.23 - 45.00	\$32.21

EMPLOYERS: NON-UNION 78% UNION 22%

HOURS

Full-time	93%
Part-time	7%
Other	0%

Full time employees average 42 hours per week, part time average 7 hours per week.

SHIFTS

Day	89%
Swing	33%
Graveyard	11%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	67%	0%	0%
Medical Insurance	56%	22%	11%
Sick Leave	56%	0%	0%
Retirement Plan	33%	44%	11%
Dental Insurance	22%	11%	33%
Vision Insurance	33%	11%	33%
Life Insurance	22%	22%	11%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004: N/A

Range: N/A

Gender: Male 70% Female 30%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr.): N/A

Job Growth: N/A

Separations: N/A

Last 12 months growth trend: Most (67%) employers reported employment had remained stable.

Next 24 months growth trend: Most (67%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

No difficulty-Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Turnover Rate

Among employers responding, the turnover rate was 11% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Trade Journals	56%
Employee referrals	44%
School/Program referrals; Internet	33%

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Office and Clinics of Medical Doctors	90.7%	801

EMPLOYER REQUIREMENTS

Education

Few employers require only a high school diploma. Many employers require applicants to have at least a Bachelor's Degree for this occupation, but some require completion of graduate studies.

Training

Many employers will substitute 17 months of experience in a related occupation, such as nurse practitioner, FP/ER/surgery and secretary for experience. Most employers require completion of an accredited Physician Assistant program and certification. For information on certification examination, contact the National Commission on Certification of Physician Assistants at (770) 399-9971. For applications, please contact the Physician Assistant Examining Committee at (916) 263-2670.

Experience

Many employers require an average of 17 months of work experience in this occupation.

Range: 3 to 30 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

Possession of Physicians' Assistants Certification
 Knowledge of physiology and other physical sciences
 Ability to diagnose and treat diseases and injuries
 Ability to order appropriate laboratory tests
 Ability to conduct complete physical examinations and diagnostic tests
 Ability to perform routine therapeutic procedures and regimens
 Ability to administer injections and immunizations
 Ability to perform routine laboratory procedures
 Ability to produce detailed patient histories, progress notes and treatment summaries
 Ability to stand continuously for prolonged periods

Personal:

Emotional stability and self-confidence
 Ability to work under stressful conditions
 Willingness to work with the sick and the dying
 Patient contact and interpersonal skills
 Willingness to work closely with supervising doctors

COMPUTER SKILLS

<i>Required by 1 Firm</i>	<i>Percent of Firms</i>
Word processing	100%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Some employers promote to Senior Physician Assistants with experience and seniority.

DEFICIENCIES IN NEW HIRES

No deficiencies in new hires were identified by employers in this sample.

DOT Code: TITLE
 079.364-018 Physicians' Assistant

Assessment Codes
 California Occupational Guide
 Specific Vocational Preparation = 7
 R M L G V N S P Q K F M E C
 GED: 5 4 5 APTITUDES: Not Available
 GOE Code: 10.02.02
 SOC Code: N/A
 CIP Code: N/A
 O*NET SOC Code: TITLE
 29-1071.00 Physician Assistant

PLUMBERS, PIPEFITTERS & STEAMFITTERS

OES Code 875020

Number of firms responding: 16

Number employed in the occupation by responding firms: 537

DESCRIPTION

Plumbers, Pipefitters, and Steamfitters assemble, install, alter and repair pipe systems (metal, plastic, ceramic, composition, etc.) that carry water, steam, air, or other liquids or gases. Does not include plumbers and pipefitters who primarily install and repair heating, air conditioning and refrigeration systems.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No experience	\$11.52 - \$21.03	\$16.28
New Hires, Experienced	\$27.79 - \$28.79	\$28.79
3 Yrs+ Experience with Firm	\$18.71 - \$30.71	\$28.79
Non-Union		
New Hires, No experience	\$8.00 - \$15.00	\$8.00
New Hires, Experienced	\$10.00 - \$24.04	\$14.00
3 Yrs+ Experience with Firm	\$10.00 - \$28.85	\$20.00

EMPLOYEES: NON-UNION 69% UNION 31%

HOURS

Full-time	99%
Part-time	1%
Other	0%

Full-time employees average 40 hours per week.

SHIFTS

Day	100%
Swing	6%
Graveyard	13%
Others	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Share Cost	Employee Pays All
Vacation	63%	6%	6%
Medical Insurance	75%	19%	0%
Sick Leave	25%	0%	0%
Retirement Plan	50%	13%	0%
Dental Insurance	63%	13%	0%
Vision Insurance	56%	6%	0%
Life Insurance	38%	6%	6%
Child Care	6%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Medium

Range: 290-380

Gender: Male 97% Female 3%

PROJECTIONS

Occupational Forecast: 1997-2004

Growth rate (per yr): 4.4% Faster than Average

Job Growth: 90

Separations: 30

Last 12 months: Many employers report that employment grew

Next 24 months: Most employers expect employment to remain stable

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition.

Turnover Rate

Among employers responding, the turnover rate was 34% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Walk in applicants	69%
Employee referrals	50%
Newspaper ads	38%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Plumbing, Heating and Air Conditioning	61.4%	171
Miscellaneous Repair Shops	13.6%	769

EMPLOYER REQUIREMENTS

Education

Many employers require high school or the equivalent, but some hire with less than high school.

Training

Many employers require, and a few prefer 12 months or more training. Most will accept 12 months or more training as a substitute for experience.

Experience

Most employers require, and some prefer 12 months or more experience in the occupation. Some accept 48 months or more related experience in welding or other construction work. Range: 9 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Possess valid drivers license
- Possess good DMV driving record
- Ability to use hand tools
- Ability to analyze and solve problems
- Soldering skills

Physical:

- Ability to stand continuously for 2 or more hours

Personal:

- Public contact skills
- Possess safety conscience
- Ability to work independently
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions

COMPUTER SKILLS

Required by 2 Firms	Percent of Firms
Word processing	50%
Spreadsheet	0%
Database	0%
Desktop publishing	0%
Other	50%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers promote from this position into higher positions such as foreman, estimator or project manager on the basis of technical skills (e.g., math skills, ability to read blueprints), personal skills (e.g., dependability), organizational skills or managerial ability.

DEFICIENCIES IN NEW HIRES

Employers report poor work habits and lack of basic or technical skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE
862.281-022 Pipefitter
862.381-030 Plumber

Assessment Codes:
California Occupational Guide
Specific Vocational Preparations = 7
RML GVN S P Q K F M E C
GED:4 3 3 APTITUDES:3 3 3 3 4 3 3 2 4 4
GOE Code: 05.05.03
SOC Code: 6450
CIP Code: 46.00501
O*NET SOC Code: TITLE
47-2152.00 Plumbers, Pipefitters and
Steamfitters

SHEET METAL WORKERS

OES Code 891320

Number of firms responding: 16

Number employed in the occupation by responding firms: 220

DESCRIPTION

Sheet Metal workers fabricate, assemble, install, and repair sheet metal products and equipment, such as control boxes, drainpipes, and furnace casings. Their work may involve setting up and operating fabricating machines to cut, bend, and straighten sheet metal; shaping metal over anvils, blocks, or forms using a hammer, operating soldering and welding equipment to join sheet metal parts, and inspecting, assembling, and smoothing seams and joints of burred surfaces.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.75 - \$12.02	\$ 7.97
New Hires, Experienced	\$7.00 - \$17.14	\$12.00
3 Yrs+ Experience with Firm	\$8.00 - \$26.82	\$14.50

A few employers are unionized and pay in the top half of the ranges shown.

EMPLOYERS: NON-UNION 81% UNION 19%

HOURS

Full-time	99%
Part-time	1%
Other	0%

Full-time employees average 40 hours per week.

SHIFTS

Day	100%
Swing	6%
Graveyard	6%
Other	6%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	75%	0%	0%
Medical Insurance	69%	13%	0%
Sick Leave	31%	0%	0%
Retirement Plan	25%	19%	6%
Dental Insurance	31%	13%	6%
Vision Insurance	25%	6%	0%
Life Insurance	25%	0%	6%
Child Care	6%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 230-320

Gender: Male 87% Female 13%

PROJECTIONS

Occupational Forecast: 1997-2004

Growth rate (per yr): 5.6% Much Faster than Average

Job Growth: 90

Separations: 50

Last 12 months growth trend: Many (44%) employers reported employment remained stable.

Next 24 months growth trend: Many (50%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Inexperienced:

Somewhat difficult-Employer demand is somewhat greater than supply. Employers may have some difficulty finding qualified applicants and applicants may find little competition in their job search.

Turnover Rate

Among employers responding, the turnover rate was 89% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	63%
Walk in applicants	56%
Employee referrals	50%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Plumbing, Heating and Air Conditioning	52.1%	171
Fabricated Structural Metal Products	13.3%	344
Miscellaneous Manufacturers	11%	399

EMPLOYER REQUIREMENTS

Education

Most employers require high school or the equivalent, although some will hire with less than high school.

Training

A few employers require, and many prefer, 4 months or more training and almost all will accept 3 months or more training as a substitute for experience

Experience

Some employers require, and many prefer, 6 months or more experience in the occupation. Many will substitute 6 months or more of related experience in construction or similar trades such as HVAC installer. Range: 6 to 60 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Knowledge of safety equipment operating practices
- Possess agility and coordination
- Possess mechanical aptitude
- Ability to use power tools
- Ability to use hand tools

Physical:

- Ability to stand for prolonged periods
- Manual dexterity
- Good eye-hand coordination

Personal:

- Ability to work independently
- Willingness to work with close supervision

Basic:

- Ability to read and follow instructions

COMPUTER SKILLS

Required by 1 Firm	Percent of Firms
Word processing	100%
Spreadsheet	100%
Database	0%
Desktop publishing	0%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Most employers promote into higher occupations such as foreman, journeyman and HVAC Installer on the basis of knowledge (e.g., blue print reading, knowledge of building codes), work experience and good oral and written communication skills.

DEFICIENCIES IN NEW HIRES

Most employers report poor work habits, lack of basic skills, technical skills or poor communication as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE
804.281-010 Sheet Metal Worker

Assessment Codes
California Occupational Guide
Specific Vocational Preparation = 7
RML GVN SP Q KF MEC
GED: 4 4 3 APTITUDES: 3 3 3 2 3 4 3 3 3 4 5
GOE Code: 05.05.06
SOC Code: 6824
CIP Code: 48.0506
O*NET SOC Code: TITLE
47-2211.00 Sheet Metal Worker

SOCIAL WORKERS-MEDICAL & PSYCHIATRIC

OES Code 273020 Q

Number of firms responding: 16

Number in the occupation employed by responding firms: 291

DESCRIPTION

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. This occupation includes chemical dependency counselors.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$18.55-\$18.55	\$18.55
New Hires, Experienced	\$11.80-\$20.41	\$14.39
3+Yrs Experience with Firm	\$13.01-\$24.49	\$16.25
Non Union		
New Hires, No Experience	\$10.00-\$21.00	\$17.43
New Hires, Experienced	\$8.17-\$25.00	\$17.00
3+Yrs Experience with Firm	\$8.17-\$27.50	\$19.31

EMPLOYERS: NON-UNION 75% UNION 25%

HOURS

Full-time	92%
Part-time	8%
Other	0%

Full-time workers average 40 hours per week, part time average 21 hours per week.

SHIFTS

Day	100%
Swing	25%
Graveyard	13%
Other	13%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	69%	13%	0%
Medical Insurance	75%	13%	0%
Sick Leave	69%	13%	0%
Retirement Plan	25%	44%	6%
Dental Insurance	69%	13%	6%
Vision Insurance	56%	19%	6%
Life Insurance	56%	6%	0%
Child Care	0%	0%	19%
Other	13%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 230-300

Gender: Male 30% Female 70%

PROJECTIONS

Occupational Forecast 1997-2004

Growth rate (per yr): 4.3% Faster than Average

Job Growth: 70

Separations: 20

Last 12 months growth trend: Many (50%) employers reported employment remained stable. Many (50%) employers reported employment growth.

Next 24 months growth trend: Many (56%) employers expect employment growth.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers surveyed, the turnover rate was 33% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Newspaper ads	88%
In-house promotion or transfer	50%
Employee referrals	38%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Hospitals	31.2%	806
Individual and Family Services	24.7%	832
Local Government, except Hospitals & Education	12.5%	903

EMPLOYER REQUIREMENTS

Education

Some employers require a bachelor's degree and some require graduate study for new hires in this occupation. However, some only require high school or an associate's degree.

Training

Many employers accept training, for example in psychology, social work or drug and alcohol counseling as a substitute for experience.

Experience

Most employers require, and a few prefer 12 months or more experience in the occupation. Some employers will accept 12 months or more in a related occupation such as substance abuse, mental health or other health related fields. Range: 12 to 36 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to interview others for information
- Ability to analyze and solve problems
- Ability to apply complex rules and regulations
- Record keeping skills
- Knowledge of family social work

Basic:

- Ability to write effectively
- Oral communication skills

COMPUTER SKILLS

Required by 9 Firms	Percent of Firms
Word processing	100%
Spreadsheet	22%
Database	33%
Desktop publishing	22%
Other	0%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many employers promote to positions such as lead counselor, supervisor or program manager, assistant director or director. Employers promote on the basis of demonstrated experience and interpersonal team or management skills and increased certification such as a masters in social work.

DEFICIENCIES IN NEW HIRES

Some employers report lack of basic and technical skills as deficiencies in recently hired employees in this occupation.

DOT Code: TITLE

195.107-030 Social Worker, Medical

195.107-034 Social Worker, Psychiatric

Assessment Codes

California Occupational Guide

Specific Vocational Preparation N/A

RML GVNSPQKFMEC

GED: N/A APTITUDES: N/A

GOE Code: N/A

SOC Code: N/A

CIP Code: N/A

O*NET SOC Code: TITLE

21-1021.00 Child, Family, and School Social Worker

21-1022.00 Medical and Public Health Social Worker

21-1023.00 Mental Health and Substance Abuse Social Workers

21-1029.99 Social Workers, All other

TELEPHONE & CABLE TV LINE INSTALLERS & REPAIRERS

OES Code 857020 Q

Number of firms responding: 5

Number employed in occupation by responding firms: 139

DESCRIPTION

Telephone and Cable T.V. Line Installers and Repairers install and repair telephone and telegraph lines, television distribution cables, poles and related equipment such as supports, insulation, and guy-wire systems. Other duties include locating and repairing defects in existing systems, and placing, rearranging, and removing underground or aerial cables.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$8.50-\$10.24	\$10.00
New Hires, Experienced	\$11.00-\$15.00	\$13.00
3+ Yrs Experience with Firm	\$12.00-\$25.00	\$20.00

EMPLOYERS: NON-UNION 100%

HOURS

Full-time	99%
Part-time	1%
Other	0%

Full time employees average 40 hours per week.

SHIFTS

Day	100%
Swing	20%
Graveyard	20%
Other	0%

BENEFITS

Percentage of responding employers offering benefits for full-time employees

	Employer Paid	Shared Cost	Employee Pays All
Vacation	60%	0%	0%
Medical Insurance	20%	60%	0%
Sick Leave	40%	0%	0%
Retirement Plan	60%	20%	0%
Dental Insurance	0%	40%	0%
Vision Insurance	0%	20%	0%
Life Insurance	40%	0%	0%
Child Care	0%	0%	0%
Other	0%	0%	0%

EMPLOYMENT TRENDS

Size of Occupation 1997-2004:

Small

Range: 200-240

Gender: Male 99% Female 1%

PROJECTIONS

Occupational Forecast 1997-2004

Growth Rate (per yr.): 2.9%-Slower than Average

Job Growth: 40

Separations: 50

Last 12 months growth trend: Many (40%) employers reported employment had remained stable. Many (40%) employers reported employment growth.

Next 24 months growth trend: Almost all (80%) employers expect employment to remain stable.

SUPPLY & DEMAND

Fully Experienced and Qualified:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Inexperienced:

Very difficult-Employer demand is considerably greater than supply of qualified applicants. This means that qualified applicants have little to no competition in their job search.

Turnover Rate

Among employers responding, the turnover rate was 0% for employees in this occupation over the past 12 months.

RECRUITMENT METHODS

Top three recruitment methods of employers responding

Employee referrals	100%
Newspaper ads	60%
Walk in applicants	60%

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Telephone Communications	75.1%	481

EMPLOYER REQUIREMENTS

Education

Most employers require applicants to have a minimum of a high school diploma to work in this occupation.

Training

Most employers do not require technical or vocational training, however, many firms will accept 9 to 24 months of training as a substitute for work experience.

Experience

Although prior experience is generally not required, almost all employers indicated that they prefer applicants to have an average of 12 months of work experience in this occupation prior to hiring. Range: 6 to 24 months.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to implement safe work practices
- Ability to use hand tools and service manuals

Physical:

- Ability to crawl under buildings
- Ability to distinguish colors

Personal:

- Possession of a valid driver's license
- Problem solving skills
- Ability to work independently

COMPUTER SKILLS

Required by 1 Firm	Percent of Firms
Word processing	100%
Spreadsheet	0%
Database	100%
Desktop publishing	0%
Other	100%

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Almost all employers reported that they promote to positions such as journeyman, foreman, supervisor and installer. Desired qualification for promotion include experience, technical and cable color coding, and communication skills.

DEFICIENCIES IN NEW HIRES

No deficiencies in new hires were identified by employers in this sample.

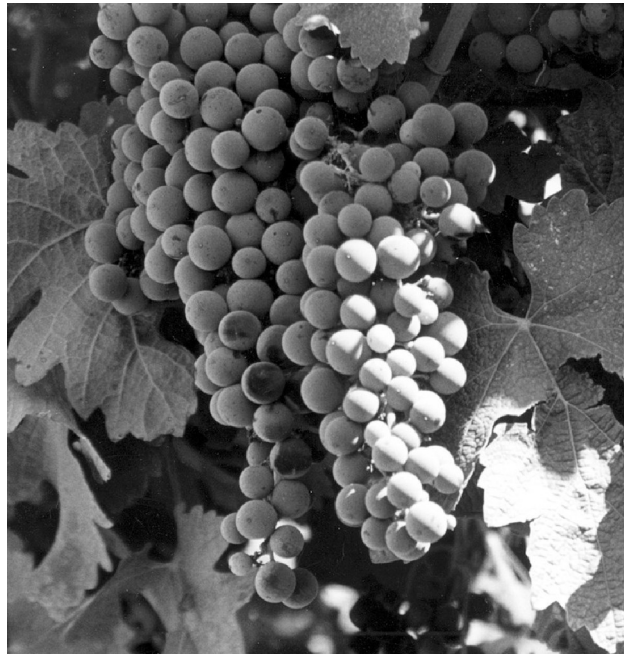
DOT Code: TITLE
N/A

Assessment Codes
California Occupational Guide
Specific Vocational Preparation N/A
RML GVN SPQKFM EC
GED: N/A APTITUDES: N/A
GOE Code: N/A
SOC Code: N/A
CIP Code: N/A
O*NET SOC Code: TITLE
N/A

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WORKNET CENTER**

• 631 E. Oak St.
Lodi, CA 95240
333-5319

**MANTECA
WORKNET CENTER**

• 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

**TRACY
WORKNET CENTER**

• 213 W. 11th St.
Tracy, CA 95376
833-1018

**STOCKTON
WORKNET CENTER**

• 135 W. Fremont Street
Stockton, CA 95202
948-7856

**CONWAY HOMES
WORKNET CENTER**

• 2633 Arizona St.
Stockton, CA 95206
946-1240

**GOODWILL
WORKNET CENTER**

• 129 South Grant St.
Stockton, CA 95202
466-2311

**CHDC
WORKNET CENTER**

• 2607 A Wigwam
Stockton, CA 95205
953-7350

**FREMONT FAMILY
WORKNET CENTER**

• 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook
2002-2003

OCCUPATIONS STUDIED
IN 2000

ASSEMBLERS & FABRICATORS

OES Code 939560 D

15 Firms Responding

DESCRIPTION

Assemblers and Fabricators in this category assemble and/or fit together parts to form complete units or subassemblies at a bench, conveyor line, or on the floor. Their work may involve the use of hand tools, power tools and special equipment in order to carry out fitting and assembly operations. This includes assemblers whose duties are of a non-precision nature. This does not include electrical, electronic, machine and precision assemblers, and workers who perform specialized operations exclusively as a part of assembly operations such as riveting, welding, soldering, machining or sawing.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$10.00	\$7.50
New Hires, Experienced	\$5.75-\$13.20	\$8.00
3 + Yrs Experience with Firm	\$5.75-\$17.26	\$10.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.75-\$10.00	\$7.50
New Hires, Experienced	\$5.75-\$13.20	\$7.50
3+ Yrs. Experience with Firm	\$5.75-\$17.26	\$9.75

Almost all employees work full-time and average 40 hours per week. However, a few employees work part-time, averaging 28 hours per week.

BENEFITS

Ratio of Firms Responding

Vacation	13/14
Medical Insurance	14/14
Sick Leave	7/14
Retirement Plan	9/14
Dental Insurance	10/14
Vision Insurance	8/14
Life Insurance	11/14

Almost all employers either pay the full cost of most benefits or share the cost of benefits with both full time and part time employees. Although all employers hire for day shift, many employees work swing and a few work the graveyard shift.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,720-Very Large

Growth Rate (per yr): 2.1%-Slower than average

Job Growth: 220

Separations: 260

Male 91% Female 9%

SUPPLY & DEMAND

Employers reported it very difficult finding fully experienced applicants and some reported moderate difficulty finding inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the last year and predict that it will remain stable over the next 24 months.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through employee referrals and newspaper ads. Many employers used the Employment Development Department to recruit applicants. Some employers recruited applicants through in-house promotions or transfers, private employment agencies, and walk-in applicants. Many employers screen applicants for this occupation through drug tests and medical physicals.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Lumber and other Building Material	17%	5211
Plastic Foam Products	8%	3086
Glass Containers	6%	3221
Salted and Roasted Nuts and Seeds	6%	2068

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed high school or the equivalent, but many reported that new hires have completed less than high school. Employers indicated that recent new employees are fairly cooperative and work well with close supervision. Applicants that were not hired showed poor attendance and work habits.

Experience

Many employers indicated that they do not require, but prefer, applicants to have an average of 8 months of experience in this occupation prior to hiring. Most employers who prefer experience will accept 6 months of experience in related occupations. Most will accept training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Attention to detail
- Ability to use and read a tape measure
- Ability to use hand tools
- Ability to operate power tools

Physical:

- Ability to stand for 2 or more hours continuously
- Full use of hands, arms and fingers
- Good hand/eye coordination
- Ability to lift 25 to 75 pounds continuously

Personal:

- Ability to work as a team
- Ability to work independently
- Ability to perform routine repetitive work
- Ability to work effectively under pressure
- Possess mechanical aptitude

Basic:

- Basic math skills
- Basic reading and comprehension skills

Other:

- Word-processing, spreadsheet, and database skills.
- Add or subtract two-digit numbers
- Must be able to write a simple sentence.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

A few employers will promote into this occupation from lower level positions such as general laborer and helper. Almost all employers promote from this occupation to higher-level positions such as machinist and foreperson/supervisor.

DOT Code: TITLE

701.687-010 Assembler

706.684-022 Assembler, Small Products I

729.687-010 Assemblers, Electrical

Accessories I

809.684-010 Assembler, Production Line

760.684-010 Bench Carpenter

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation=2 (up to 30 days

R M L G V N S P Q K F M E C

GED: 2 1 1 APTITUDES:4 4 5 4 3 4 3 3 3 5 5

GOE Code: 06.04.23

SOC Code: 7720

CIP Code: N/A

O*NET SOC Code: TITLE

51-2099.99 Assemblers & Fabricators

AUTOMOTIVE MECHANICS

OES Code 853020

16 Firms Responding

DESCRIPTION

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. This does not include Auto Body Repairers, Bus & Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$8.65	\$7.25
New Hires, Experienced	\$8.00-\$17.78	\$11.54
3 + Yrs Experience with Firm	\$11.00-\$25.00	\$16.72

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.75-\$8.65	\$8.65
New Hires, Experienced	\$9.50-\$20.00	\$10.00
3 + Yrs Experience with Firm	\$11.00-\$25.00	\$19.00

Almost all employees work full-time and average 40 hours per week.

BENEFITS

	Ratio of firms responding
Vacation	12/17
Medical Insurance	17/17
Sick Leave	8/17
Retirement Plan	8/17
Dental Insurance	7/17
Vision Insurance	3/17
Life Insurance	4/17

Many employers pay the full cost of benefits, while a few share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,650-Very Large

Growth Rate (per yr): 6.2% Much faster than average

Job Growth: 500

Separations: 260

Male 100% Female 0%

SUPPLY & DEMAND

Employers reported it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation remained stable during the last year but many also reported that employment grew. Most employers expect employment in this occupation to remain stable over the next 2 years.

Recruitment Methods

Many employers recruited applicants to fill vacant positions via newspaper ads and walk-in applicants. Some employers recruited applicants through employee referrals and school program referrals. Most employers reported that recent new hires in this occupation are excellent in such qualities as honesty, attendance, cooperation and punctuality. Employers reported that applicants that were not hired were deficient in automotive experience and knowledge. Most employers screen applicants for this occupation through DMV background checks. Some employers conduct drug test and police background checks to screen applicants for this occupation.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
New and Used Car Dealers	31%	5511
General Automotive Repair Shops	17%	7538
Auto and Home Supply Stores	14%	5531
Gasoline Service Stations	9%	5541

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent.

Experience

Almost all employers require applicants for this occupation to have an average of 34 months of experience in automotive mechanics. Some employers will accept an average of 30 months of experience in related occupations. Most employers who require experience will accept 20 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to implement safe work place practices
- Ability to use service manual
- Ability to operate electronic automotive diagnostic equipment
- Ability to read schematics
- Knowledge of electrical repair

Physical:

- Ability to stand for more than 2 hours continuously
- Good eye/hand coordination
- Ability to tolerate noisy work areas
- Ability to lift 40 lbs repeatedly
- Ability to tolerate dust, fumes & airborne particles

Personal:

- Ability to interact well with others
- Ability to work under pressure
- Valid drivers license
- Ability to do repetitive work
- Willing to work with close supervision

Other:

- Word processing skills.
- Able to multiply and divide and work with decimals and fractions.
- Should be able to write a simple sentence.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Many employers reported that they promote into this occupation from lower level positions such as shop helper, assistant mechanic, and mechanic apprentice. Most employers promote from this occupation to higher-level positions such as lead technician shop foreman, and shop foreman

DOT Code: TITLE

807.381-030 Automotive Body Repairer

807.381-018 Frame Repairer

807.484-010 Frame Straightener

865.684-010 Glass Installer

Assessment Codes

California Occupational Guide #24

Specific Vocational Preparation: 7 (2 to 4 years)

R M L

G V N S P Q K F M E C

GED 4 3 3 APTITUDES: 3 3 4 2 3 4 3 3 2 4 4

GOE Code: 05.05.09

SOC Code: 6111

CIP Code: 47.0604

O*NET SOC Code: TITLE

49-3023.01 Automotive Mechanic

BAKERS-BREAD & PASTRY

OES Code 650210

13 Firms Responding

DESCRIPTION

Bread and Pastry Bakers mix and bake ingredients according to recipes to produce breads, pastries, and other baked goods. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$6.06-\$12.32	\$7.43
New Hires, Experienced	\$7.25-\$13.55	\$8.10
3 + Yrs Experience with Firm	\$9.00-\$16.04	\$10.57
Non-Union		
New Hires, No Experience	\$5.75-\$8.00	\$7.00
New Hires, Experienced	\$5.75-\$10.00	\$8.10
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$10.57

WEIGHTED BY EMPLOYEES

Union		
New Hires, No Experience	\$6.06-\$12.32	\$12.32
New Hires, Experienced	\$7.25-\$13.55	\$13.55
3 + Yrs Experience with Firm	\$9.00-\$16.04\$	16.04
Non-Union		
New Hires, No Experience	\$5.75-\$8.00	\$7.00
New Hires, Experienced	\$5.75-\$10.00	\$8.00
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$10.00

Many employees (57%) work full-time averaging 40 hours per week and many employees (43%) work part-time averaging 24 hours per week. Most employers indicated that day shift is available and many employers indicated that swing shift and graveyard shifts are available for this occupation.

BENEFITS

Ratio of firms responding

	Full	Part-Time
Vacation	9/12	2/6
Medical Insurance	11/12	3/6
Sick Leave	8/12	2/6
Retirement Plan	6/12	3/6
Dental Insurance	9/12	3/6
Vision Insurance	8/12	2/6
Life Insurance	7/12	1/6

Many employers who hire full time pay the full cost of benefits for their employees. Few employers who hire part-time pay the full cost of benefits for their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 350-Medium

Growth Rate (per yr) 7.5%-Much faster than average

Job Growth: 120

Separations: 60

Male 63% Female 37%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation either grew or remained stable during the last year. Most employers predicted that employment would grow over the next two years. Most employers hired in the last year and some hired to fill vacancies resulting from the creation of new positions and individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through walk-in applicants. Many employers used employee referrals and some used newspaper ads to recruit applicants to this occupation.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Grocery Stores	48%	54II
Retail Bakeries	23%	546I
Eating Places	12%	58I2
Groceries and Related Products	6%	514

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that high school is the minimum level of education required of applicants to this occupation, but some indicated that they would hire applicants with less than high school. Some employers screen applicants to this occupation through drug testing, police background investigations and medical physicals. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation. Applicants that were not hired showed poor attendance and grooming.

Experience

Many employers do not require, but prefer 12 months of experience in this occupation prior to hiring. Many employers who prefer experienced applicants will accept 7 months of experience in food service as a substitute for experience in this occupation. Most employers reported that 7 months of training could be substituted for work experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to measure ingredients accurately
- Knowledge of baking equipment

Physical:

- Ability to stand continuously for 2 or more hours
- Ability to lift 10 to 50 pounds repeatedly
- Full use of hands, arms and fingers
- Ability to tolerate high temperatures
- Ability to taste and smell

Personal:

- Ability to interact well with others
- Ability to do repetitive work
- Ability to work independently
- Ability to work under pressure
- Ability to work under close supervision

Basic:

- Ability to follow oral instructions
- Ability to follow written instructions
- Effective oral communications
- Ability to write legibly

Other:

- Knowledge of multiplication, division, decimals and fractions
- Should be able to write simple sentences.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Bus person and Dishwasher to Combination Food Preparation to Supervisor to Manager. Most employers indicated that they promote into this occupation from lower level positions, such as bus person or dishwasher, janitors and courtesy clerks. Many employers promote from this occupation to higher-level positions such as bakery supervisor or manager.

DOT Code: TITLE

313.381-018 Cook Apprentice, Pastry

313.381-026 Cook, Pastry

Assessment Codes

California Occupational Guide #261

Specific Vocational Preparation= 7 (2 to 4 years)

RML GVNSPQFMEC

GED 322 APTITUDES 3 4 4 3 3 4 3 4 3

GOE Code: 05.10.08

SOC Code: 51-3011

CIP Code: 12.0501

O*NET SOC Code: TITLE

51-3011.01 Bakers Bread & Pastry

BILL & ACCOUNT COLLECTORS

OES Code 553440

16 Firms Responding

DESCRIPTION

Bill and Account Collectors, Billing, Cost, and Rate Clerks compile data, compute fees and charges, and prepare invoices for billing purposes. Their duties also include computing costs and calculating rates for goods, services, and shipment of goods; posting data and keeping other relevant records. Their work may involve the use of typing, adding, calculating, and book-keeping machines. This does not include workers whose primary duty is the operation of special office machines such as billing, posting and calculating machines. This does not include workers who calculate charges for passenger transportation.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
Union		
New Hires, No Experience	\$10.00 - \$14.00	\$10.55
New Hires, Experienced	\$9.84 - \$14.00	\$11.12
3+ Years Experience w/Firm	\$10.85 - \$18.00	\$12.50
Non-Union		
New Hires, No Experience	\$6.50 - \$9.50	\$8.00
New Hires, Experienced	\$7.00 - \$14.00	\$9.34
3+ Years Experience w/Firm	\$8.00 - \$16.00	\$10.71

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$7.00 - \$9.50	\$8.00
New Hires, Experienced	\$8.00 - \$12.50	\$9.34
3+ Years Experience w/Firm	\$8.50 - \$13.00	\$10.00

Some of the employees in this sample (28%) earn wages that are subject to collective bargaining or union agreement. Almost all employees in this sample (80%) work full time and average 40 hours per week.

BENEFITS

	Ratio of firms responding
Vacation	15/16
Medical Insurance	15/16
Sick Leave	13/16
Retirement Plan	14/16
Dental Insurance	14/16
Vision Insurance	11/16
Life Insurance	14/16

Many employers share the cost of benefits with employees in this occupation, while many others pay the entire cost of benefits. Some employers offer benefits to part time employees in this occupation.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 670-Large

Growth Rate (per yr.): 2.5%-Average

Job Growth: 100

Separations: 130

SUPPLY & DEMAND

Employment in this occupation appears to be growing slowly in San Joaquin County. Most employers report a stable hiring rate in this occupation over the last year, although a few report growth or decline. Almost all employers sampled (95%) predict a stable or growing rate of hire over the next three years. The market for this occupation is somewhat competitive. Employers generally report some difficulty finding fully experienced and little difficulty finding inexperienced applicants who qualify for the position. Almost all employers sampled (80%) hired into this position within the last year. Some employees (35%) were hired to fill positions resulting from growth and some (30%) were hired to replace persons who received in-house promotions.

Recruitment Methods

Almost all employers use newspaper ads to recruit for this position. Most employers also use employee referrals and inhouse promotion or transfers. Most employers use drug tests to screen applicants for this position. Many employers require persons in this occupation to under go a physical exam once they are hired.

WHERE THE JOBS ARE

Major Employe	Percent	SIC
Offices & Clinics of Medical Doctors	22%	8011
General Medical & Surgical Hospitals	10%	8062

EMPLOYER REQUIREMENTS

Education & Training

All of the recently hired employees in this sample have completed high school or the equivalent. Some employers require their employees to have obtained training or certification in accounting, bookkeeping or related procedures prior to employment.

Experience

Employers usually seek applicants for this occupation who have at least twelve months of previous experience as a General Office Clerk, Billing Clerk or Accounting Clerk, or in other clerical positions. Some employers will consider training as a substitute for experience when evaluating applicants for this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Organizational & time management skills
- Telephone answering skills
- Data entry skills
- Ability to use a computer
- Ability to follow billing procedures

Personal:

- Ability to work independently
- Ability to interact well with others
- Attention to detail
- Ability to perform routine, repetitive work
- Ability to work as part of a team

Basic:

- Oral communication skills
- Ability to follow oral instructions
- Ability to read & follow instructions
- Ability to write legibly

Other:

- Word processing skills
- Data entry and the ability to use the Internet
- Knowledge of basic mathematical operations, including knowledge of decimals and fractions
- Ability to compute interests, discounts and basic statistics
- Ability to compose coherent paragraphs

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Receptionist/General Office Clerk/File Clerk to Billing, Cost & Rate Clerk to Billing Supervisor/Office Manager. Most employers promote into this occupation from lower level positions like General Office Clerk, Receptionist, File Clerk or other entry level clerical positions. Most employers promote from this occupation to higher-level positions like Bookkeeper or Senior Account Clerk, or into supervisory positions like Billing Supervisor, Sales Supervisor or Controller.

Dot Code: TITLE

214.362-042 Billing Clerk

214.382-014 Billing Typist

214.362-022 Insurance Clerk

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation = 4 (3-6 months)

RML GVN SPQKFMEC

GED: 4 3 3 APTITUDES:3 3 3 4 4 2 2 3 4 5 4

GOE Code: 07.02.04

SOC Code: 4715

CIP Code: 52.0302

O*NET SOC Code: TITLE

43-3021.02 Billing, Cost and Rate Clerks

BUS DRIVERS-SCHOOL

OES Code 971110

10 Firms Responding

DESCRIPTION

School Bus Drivers transport students between pick-up points and school. They maintain order during the trip and adhere to safety rules when loading and unloading pupils.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

Union

New Hires, No Experience	\$10.70-\$13.43	\$12.08
New Hires, Experienced	\$10.70-\$14.74	\$12.88
3 + Yrs Experience with Firm	\$12.40-\$16.20	\$14.36

Non-Union

New Hires, No Experience	\$9.62-\$12.50	\$11.25
New Hires, Experienced	\$10.00-\$12.50	\$12.01
3 + Yrs Experience with Firm	\$10.60-\$14.05	\$12.50

WEIGHTED BY EMPLOYEES

Union

New Hires, No Experience	\$10.70-\$13.53	\$12.08
New Hires, Experienced	\$10.70-\$14.74 \$	12.08
3 + Yrs Experience with Firm	\$12.40-\$16.20	\$13.97

Non-Union

New Hires, No Experience	\$9.62-\$12.50	\$11.25
New Hires, Experienced	\$10.00-\$12.50	\$12.25
3 + Yrs Experience with Firm	\$10.60-\$14.05	\$12.50

Almost all employees earn wages that are subject to collective bargaining and union agreement. Most employees (74%) are full-time and work an average of 40 hours per week. Some employees (20%) are part-time averaging 20 hours per week. All employers indicated that day shift is available and some others reported that swing shift is available for this occupation.

BENEFITS

Ratio of firms responding

Vacation	8/8
Medical Insurance	8/8
Sick Leave	8/8
Retirement Plan	8/8
Dental Insurance	8/8
Vision Insurance	0/0
Life Insurance	6/8

Most employers who hire full-time pay the full cost of benefits for full time employees. Many employers who hire part time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 610-Large

Growth Rate (per yr.): 3.8%

Faster than average

Job Growth: 130

Separations: 60

Male 20% Female 80%

SUPPLY & DEMAND

Employers report it moderately difficult finding experienced applicants and very difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year, and most predict that employment in this occupation will remain stable over the next 2 years. Almost all employers hired in the last 12 months and many hired to fill vacancies resulting from persons in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads and employee referrals. Many employers promoted or transferred persons to this occupation. Some employers hired walk-in applicants to fill vacant positions in this occupation. Almost all employers screen applicants for this occupation through drug testing and DMV background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Elementary and Secondary Schools	59%	8211
School Buses	38%	4151

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers require new hires in this occupation to complete high school or the equivalent. Almost all employers reported that persons in this occupation must obtain bus driving certification and a Class B license. Employers reported that recent new hires in this occupation show excellent cooperation honesty and ability to meet deadlines. Applicants that were not hired had poor driving records and were not qualified for this occupation.

Experience

Although most employers do not require experience, some employers indicated that they prefer 12 months of experience prior to hiring in this occupation. Most employers who prefer experienced applicants would accept 12 months of work experience in similar occupations as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- California School Bus Drivers Certificate
- Class "B" License
- Knowledge of local streets
- Ability to manage time schedule commitments and delays
- Ability to administer First Aide

Physical:

- Ability to respond quickly to surroundings
- Ability to deal with unruly student passengers
- Ability to tolerate various weather conditions
- Good eye/hand coordination
- Ability to sit continuously for 2 or more hours

Personal:

- Ability to handle crisis situations
- Good DMV driving record
- Ability to interact well with others
- Ability to work independently
- Ability to perform routine repetitive work

Basic:

- Ability to follow oral instructions
- Ability to read and follow instructions
- Ability to write legibly

Other:

- Word processing, spreadsheet and database skills
- Knowledge of multiplication, division, decimals and fractions
- Should be able to write simple and complex sentences and paragraphs.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Custodian to Bus Driver to Trainer/Instructor (Bus Driver) to Transportation Director. Some employers reported that they promote into this occupation from lower level positions such as school custodian. Most employers reported that they promote from this occupation to higher-level positions such as bus driver trainer and transportation director.

DOT Code TITLE:

913.463-010 Bus Driver

Assessment Codes

California Occupational Guide #578

Specific Vocational Preparation = 3 (30 days to 3 mos.)

R M L G V N S P Q K F M E C

GED:32 APTITUDES 3 3 4 3 3 4 3 4 3 3

GOE Code: 09.03.01

SOC Code: 53-3022

CIP Code: 49.0205

O*NET SOC Code: TITLE

53-3022.00 School Bus Drivers

COMBINED FOOD PREPARATION & SERVICE WORKERS

OES Code 650410

16 Firms Responding

DESCRIPTION

Combined Food Preparation and Service Workers do both food preparation and food service. This does not include workers who spend more than 80% of their time in only one of these two areas.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
Union		
New Hires, No Experience	\$7.42-\$7.65	\$7.54
New Hires, Experienced	\$7.42-\$10.20	\$9.05
3 + Yrs Experience with Firm	\$7.42-\$11.16	\$9.44
Non-Union		
New Hires, No Experience	\$5.75-\$7.17	\$6.50
New Hires, Experienced	\$6.00-\$8.50	\$6.50
3 + Yrs Experience with Firm	\$6.50-\$9.00	\$7.25

WEIGHTED BY EMPLOYEES

Union		
New Hires, No Experience	\$7.42-\$7.65	\$7.54
New Hires, Experienced	\$7.42-\$10.20	\$8.79
3 + Yrs Experience with Firm	\$7.42-\$11.16	\$9.57
Non-Union		
New Hires, No Experience	\$5.75-\$7.17	\$6.50
New Hires, Experienced	\$6.00-\$8.50	\$6.50
3 + Yrs Experience with Firm	\$6.50-\$9.00	\$6.50

Most employees (64%) work part-time averaging 30 hours per week. Some employees (36%) work full time averaging 40 hours per week. All employers indicated that day shift is available and many employers indicated that swing shift is for this occupation. Some others reported that the graveyard shift is available for this occupation.

BENEFITS

	Ratio of firms responding
Vacation	11/13
Medical Insurance	12/13
Sick Leave	0/0
Retirement Plan	5/13
Dental Insurance	11/13
Vision Insurance	9/13
Life Insurance	11/13

Some employers who hire full time either pay the full cost of benefits or share the cost of benefits with their employees. Few employers who hire part-time either pay the full cost of benefits or share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,740-Very Large

Growth Rate (per yr) 2.6%-Average

Job Growth: 270

Separations: 160

Male 34% Female 66%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year. Most employers predicted that employment would grow over the next two years. Almost all employers hired in the last year. Most employers hired to fill vacancies resulting from the creation of new positions or individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through in-house promotion or transfers, employee referrals, and walk-in applicants. Many employers recruited applicants through newspaper ads. Some employers used school program referrals to recruit applicants to this occupation. Some employers screen applicants to this occupation through police background investigations and medical physicals. A few employers conduct drug tests and DMV background checks to screen applicants to this position.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating Places	83%	5812
Grocery Stores	9%	5411

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that high school is the minimum level of education required of applicants to this occupation. But some employers reported that they do hire applicants with less than high school. Employers indicated that most recent new hires in this occupation speak clearly, are industrious and demonstrate good cooperation. Applicants that were not hired showed poor attendance and grooming.

Experience

Although many employers do not require prior experience in this occupation, some employers indicated that they prefer to hire experienced applicants. Most employers who prefer experienced applicants will accept 9 months of experience in fast food, cashiering, janitorial or homemaking as a substitute for experience in this occupation. Many employers will accept 5 months of training in food service as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Food preparation skills
- Ability to operate a cash register (standard and/or computerized)
- Ability to make change
- Ability to handle multiple orders in a timely fashion
- Ability to package and serve food

Physical:

- Ability to stand for 2 or more hours (continuously)
- Ability to lift between 10 and 50 pounds repeatedly
- Ability to taste and smell

Personal:

- Good personal hygiene
- Ability to work independently
- Ability to work rapidly
- Ability to work as part of a team
- Ability to perform routine repetitive work
- Willing to work evenings and weekends

Basic:

- Ability to read and follow instructions
- Oral communications skills
- Ability to listen and follow oral instructions
- Ability to write legibly

Other:

- Spreadsheet skills
- Word processing skills
- Knowledge of multiplication, division, decimals and fractions
- Able to write simple sentences

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Bus person and Dishwasher to Combination Food Preparation to Supervisor to Manager. Many employers indicated that they promote into this occupation from lower level positions, such as bus person or dishwasher. Almost all employers promote from this occupation to higher-level positions such as cook, crew leader, food service supervisor or shift manager.

DOT Code: TITLE

311.472-010 Fast Food Workers

Assessment Codes

California Occupational Guide N/A

Specific Vocational Preparation: 2 (short demo to 30 days)

RML GVNSPQKFMEC

GED: 2 2 2 APTITUDES: 4 4 4 4 3 3 3 5 5

GOE Code: 09.04.01

SOC Code: 5216

CIP Code: 08.0906

O*NET SOC Codes: TITLE

35-2011.00 Combined Food Prep

COOKS-RESTAURANT

OES Code 650260

18 Firms Responding

DESCRIPTION

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts and other food stuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$7.00	\$7.00
New Hires, Experienced	\$6.00-\$9.00	\$7.50
3 + Yrs Experience with Firm	\$6.00-\$11.00	\$9.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.75-\$7.00	\$7.00
New Hires, Experienced	\$6.00-\$9.00	\$7.50
3 + Yrs Experience with Firm	\$6.00-\$11.00	\$9.00

Most employees (74%) work full-time averaging 38 hours per week. Some employees (26%) work part time and average 25 hours per week. Most employers indicated that swing shift is available and few employers reported that the graveyard shift is available for this occupation.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	11/17
Medical Insurance	11/17
Sick Leave	6/17
Retirement Plan	6/17
Dental Insurance	9/17
Vision Insurance	7/17
Life Insurance	5/17

Some employers who hire full time pay the full cost of benefits for their employees and a few share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 910-Large

Growth Rate (per yr): 3.7%-Faster than average

Job Growth: 190

Separations: 170

Male 93% Female 7%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year. Most employers expect employment to remain stable over the next two years, but a few expect employment to grow. Most employers hired in the last year and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation via newspaper ads. Many employers used in-house promotions or transfer, walk-in applicants and employee referrals to recruit applicants to this occupation. A few employers screen applicants to this occupation through drug tests, medical physicals and DMV and police background investigations.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating Places	97%	5812

EMPLOYER REQUIREMENTS

Education & Training

Many employers reported that high school is the minimum level of education required of applicants to this occupation. However, many employers indicated that they would hire applicants with less than high school. Employers indicated that most recent new hires in this occupation are excellent at cooperation and meeting deadlines. Applicants that were not hired demonstrated poor communication and attendance.

Experience

Most employers require applicants to have obtained 12 to 36 months of experience working in this occupation. Many employers who seek experienced applicants will accept 6 to 24 months of experience in culinary arts training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to handle multiple food orders in a timely fashion
- Ability to measure ingredients accurately
- Ability to select and store food
- Ability to keep accurate records
- Ability to plan and organize the work of others

Physical:

- Ability to stand continuously for 2 or more hours
- Good eye-hand coordination
- Ability to taste and smell
- Ability to lift 10 to 45 pounds repeatedly

Personal:

- Ability to work under pressure
- Ability to work independently
- Ability to interact well with others
- Good grooming
- Ability to work with close supervision

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Oral communication skills

Other:

- Must know multiplication, division, decimals and fractions.
- Must write simple sentences.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Bus Person and Dishwasher to Prep Cook to Restaurant Cook to Head Cook/Supervisor to Kitchen Manager. Almost all employers indicated that they promote into this occupation from lower level positions, such as dishwasher, bus person, and prep cooks. Most employers promote from this occupation to higher-level positions such as head cook and kitchen manager.

DOT Codes: TITLE

313.281-010 Chef De Froid
 313.361-014 Cook
 313.361-018 Cook Apprentice
 313.361-030 Cook, Specialty, Foreign Food
 313.361-034 Garde Manger
 313.381-022 Cook, Barbecue

Assessment Codes

California Occupational Guide #93
 Specific Vocational Preparation = 4 (3 to 6 months)

R M L G V N S P Q K F M E C

GED: 2 1 1 APTITUDES: 4 4 5 4 3 4 3 3 5 5

GOE Code: 05.05.17

SOC Code: 35-2014

CIP Code: 12.0503

O*NET SOC Codes: TITLE

35-2014.00 Cooks Restaurant

DRIVER/SALES WORKERS

OES Code 971170 Q

15 Firms Responding

DESCRIPTION

Driver/Sales Workers drive truck or other vehicles over established routes to deliver and sell goods such as food products; to collect and deliver items, such as laundry; or to collect coins, and to refill and service vending machines. This includes newspaper delivery drivers.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$8.00-\$8.00	\$8.00
New Hires, Experienced	\$12.00-\$15.80	\$12.51
3 + Yrs Experience with Firm	\$12.51-\$18.30	\$13.00
Non-Union		
New Hires, No Experience	\$5.75-\$12.00	\$7.00
New Hires, Experienced	\$5.75-\$12.52	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$14.42	\$9.75
WEIGHTED BY EMPLOYEES		
Union		
New Hires, No Experience	\$8.00-\$8.00	\$8.00
New Hires, Experienced	\$12.00-\$15.80	\$15.80
3 + Yrs Experience with Firm	\$12.51-\$18.30	\$18.30
Non-Union		
New Hires, No Experience	\$5.75-\$12.00	\$7.50
New Hires, Experienced	\$5.75-\$12.52	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$14.42	\$9.50

Although some firms are union, many employees reported in this occupation earn wages that are subject to collective bargaining or union agreement. Few employers supplement wages with commissions ranging from \$5.20 to \$12.83 per hour. Almost all employees (91%) work full time and average 45 hours per week. Some employers reported that swing and graveyard shifts are available for this occupation.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	11/13
Medical Insurance	13/13
Sick Leave	11/13
Retirement Plan	9/13
Dental Insurance	11/13
Vision Insurance	9/13
Life Insurance	7/13
Child Care	2/13

Most employers who hire full time pay the full cost of benefits, and some share the cost of benefits with full-time employees. A few firms that hire part-time employees share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 730-Large

Growth Rate (per yr): 5.7% Faster than average

Job Growth: 210

Separations: 100

Male 91% Female 9%

SUPPLY & DEMAND

Employers report it very difficult to find experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and most employers expect employment to remain stable over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Many employers used employee referrals and walk-in applicants to recruit applicants. Some employers promoted or transferred in-house applicants into this position, while some used the services of the Employment Development Department to recruit applicants. Almost all employers drug test and conduct DMV checks to screen applicants for this occupation. Many employers require applicants to undergo medical physicals prior to hiring. Some employers screen applicants through police background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Eating Places	26%	5812
Confectionery	17%	5145
Groceries and Related Products	11%	5149
Newspapers	9%	2711

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. Employers reported that recent new hires in this occupation are strong in speaking clearly and meeting deadlines. Applicants that were not hired were not very punctual and demonstrated poor grooming.

Experience

Some employers require applicants to have an average of 16 months of experience in this occupation, but many do not require applicants to have prior experience. Many employers who require experience will accept any driving experience and/or training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to record transactions on customer receipts
- Ability to manage time schedule commitments and delays
- Ability to read invoices
- Map reading skills
- Knowledge of local streets

Physical:

- Ability to deal with the stress of heavy traffic conditions
- Ability to lift between 15 and 70 pounds
- Ability to tolerate various weather conditions
- Good eye/hand coordination

Personal:

- Ability to work as part of a team
- Possession of a good DMV driving record
- Ability to work independently
- Ability to follow oral instructions
- Ability to interact well with others

Other:

- Computer skills
- Knowledge of multiplication, division, decimals and fractions
- Able to write simple sentences

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Warehouse and Maintenance Person to Driver/Sales Worker to Lead Driver and Delivery Supervisor. Most employers reported that they promote into this occupation from lower level positions such as warehouse and maintenance men. Most promote from this occupation to higher-level positions such as lead driver and route or delivery supervisor.

DOT Code: TITLE

292.353-010 Driver, Sales Route
 292.363-010 Newspaper-Delivery Driver
 292.363-010 Lunch-Truck Driver
 292.483-010 Coin Collector
 292.667-010 Driver Helper, Sales Route

Assessment Codes

California Occupational Guide N/A
 Specific Vocational Preparation: =2 (up to 30 days)

RML GVNSPQKFMEC

GED N/A APTITUDES N/A

GOE Code: 09.04.01

SOC Code: 53-3031

CIP Code: N/A

O*NET SOC Code: TITLE

53-3031.00 Driver/ Sales Worker

FINANCIAL MANAGERS

OES Code 130020

17 Firms Responding

DESCRIPTION

Financial Managers plan, organize, direct, control or coordinate the financial activities of an organization. These include managers in banks or similar financial institutions who advise on credit and investment policy or negotiate general policy with financial or other institutions

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	N/A -N/A	N/A
New Hires, Experienced	\$9.24-\$40.86	\$19.43
3 + Yrs Experience with Firm	\$16.15-\$46.69	\$23.68

WEIGHTED BY EMPLOYEES

New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$9.24-\$40.86	\$18.76
3+ Yrs. Experience with Firms	\$16.15-\$46.69	\$23.08

*Almost all employees (86%) earn wages found under the section "weighted by employees."

All employees work full time and average 45 hours per week.

BENEFITS

	Ratio of responding Firms
Vacation	5/16
Medical Insurance	16/16
Sick Leave	15/16
Retirement Plan	8/16
Dental Insurance	14/16
Vision Insurance	11/16
Life Insurance	13/16
Child Care	4/16
Other	3/16

Almost all employers pay the full cost of most benefits for full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 1,480 Very Large

Growth Rate (per yr): 2%

Slower than average

Job Growth: 180

Separations: 180

Male 50% Female 50%

SUPPLY & DEMAND

Employers report it very difficult finding fully experienced & inexperienced applicants who meet their hiring criteria. Most employers reported that employment in this occupation remained stable during the survey year and many predicted that employment would grow over the next 24 months.

Recruitment Methods

Many employers recruited applicants to fill vacant positions through in house promotions and some filled vacant positions through newspaper ads, employee referrals, private employment agencies and the Internet. Many employers screen applicants for this occupation through police background checks. Some employers conduct insurance bond checks and screen through past employment references.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Residential Building Construction	10%	152
Misc. Equipment Rental & Leasing	8%	735
Local Government	7%	903
Commercial Banks	6%	602

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed a Bachelor's Degree, although some require applicants to complete high school or the equivalent. Almost all employers rated recent new hires excellent in such qualities as honesty, punctuality, attendance, motivation, cooperation and tolerating stress. Applicants that were not hired lacked knowledge of the position, and were deficient in working accurately and industriousness.

Experience

Almost all employers indicated that they require applicants to have an average of 49 months of experience in this occupation prior to hiring. A few employers who require experience will accept 18 months of training in any finance or accounting course work as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to analyze data to solve problems
- Budget analysis skills
- Ability to read and comprehend information quickly
- Ability to plan and organize
- Knowledge of laws and regulations affecting financial institutions

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Organizational & time management skills
- Problem solving skills
- Ability to write effectively
- Ability to meet deadlines
- Attention to detail

Other:

- Word processing and spreadsheet skills
- Database skills
- Knowledge of spreadsheet design
- Knowledge of geometry, algebra or advanced statistics or other higher math
- Ability to compute interests, discounts, and use basic statistics
- Ability prepare business letters and summary reports, technical documents, articles, or speeches.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Accountant to Credit/Loan Managers to Financial Managers to Chief Credit Officer. Most employers reported that they promote into this occupation from lower level accounting positions. Many employers promote from this occupation to higher-level positions such as vice president of accounting and chief credit officer.

DOT Code: TITLE

160.167-058 Controller

161.117-018 Treasurer

169.167-086 Manager, Credit And Collection

186.117-066 Risk And Insurance Collection

186.117-070 Treasurer, Financial Institution

Assessment Codes

California Occupational Guide #1

Specific Vocational Preparation =8 (4 to 10 Years)

R M L G V N S P Q K F M E C

GED 5 5 5 APTITUDES: 2 2 2 4 4 2 4 4 5 5

GOE Code: 11.06.01

SOC Code: 1412

CIP Code: 52.0301

O*NET SOC Code: TITLE

11-3031.00 Financial Managers

FIRST LINE SUPERVISORS & MANAGERS- CLERICAL ADMINISTRATORS

OES Code 510020 T

17 Firms Responding

DESCRIPTION

First Line Clerical Manager/Supervisors directly supervise and coordinate the activities of clerical and administrative support workers. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work. In addition, Manager/Supervisors may also engage, in part, in the same clerical work as the workers they supervise.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$10.29-\$23.38	\$15.19
3 + Yrs Experience with Firm	\$11.35-\$24.58	\$18.07
Non-Union		
New Hires, No Experience,	N/A-N/A	N/A
New Hires, Experienced	\$7.50-\$17.48	\$13.24
3 + Yrs Experience with Firm	\$9.00-\$22.72	\$14.42
WEIGHTED BY EMPLOYEES		
Union		
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$10.29-\$23.38	\$15.19
3 + Yrs Experience with Firm	\$11.35-\$24.58	\$17.53
Non-Union		
New Hires, No Experience	N/A-N/A	N/A
New Hires, Experienced	\$7.50-\$21.66	\$9.00
3+ Yrs Experience with Firm	\$9.00-\$25.07	\$10.00

Some employers in this sample are unionized. However, wages for half the employees are subject to a collective bargaining or union agreement. Employers who pay at the high end of the scale tend to require more work experience and more education. Most employees (75%) work full time and average 50 hours per week.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	14/15
Medical Insurance	14/15
Sick Leave	10/15
Retirement Plan	11/15
Dental Insurance	12/15
Vision Insurance	13/15
Life Insurance	9/15
Other	4/15

Most employers pay the full cost of benefits, while some share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,420 Very Large

Growth Rate (per yr.): 3% Faster than average

Job Growth: 410

Separations: 380

Male 5% Female 95%

SUPPLY & DEMAND

Employers report some difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the survey year and almost all expect it to remain stable in the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through in-house promotions and newspaper ads. Many employers recruited applicants through employee referrals and the Internet. A few employers screen applicants for this occupation through drug testing, DMV checks and police background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Local Government	14%	9030
State Commercial Banks	4%	6022
State Government	4%	9020

EMPLOYER REQUIREMENTS

Education & Training

Most employers require new hires in this occupation to have completed high school or the equivalent. But some require employees to have earned an Associate's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as honesty, punctuality, and meeting deadlines. Applicants that were not hired were deficient in speaking clearly, motivation, and working accurately.

Experience

Almost all employers require applicants to have an average of 25 months of experience in this occupation prior to hiring. Many employers who require experience do not accept training as a substitute for experience. Few employers who prefer experienced applicants will accept 13 months of training as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to interpret data
- Ability to plan and manage office operations
- Ability to analyze and solve problems
- Ability to manage an activity or a department
- Ability to motivate others

Physical:

- Ability to sit continuously for 2 or more hours

Personal:

- Ability to work under pressure
- Ability to work independently
- Ability to meet dead lines
- Organizational and time management skills
- Attention to detail

Other:

- Word processing and spreadsheet skills
- Database skills
- Ability to learn software specific to the firm
- Able to compute interest, discounts, and use basic statistics
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Secretary, General Office Clerk, Bookkeeper to First Line Supervisor to Executive Assistant and Assistant Manager to Department Manager. Most employers reported that they promote into this occupation from lower level positions such as secretary and general office clerk. Many employers promote from this occupation to higher-level positions such as executive assistant and assistant manager.

DOT Code: TITLE

216.132-010 Supervisor, Accounting Clerks
 241.137-014 Supervisor, Customer-Complaints
 209.132-010 Supervisor, Personnel Clerks
 211.137-022 Supervisor, Tellers

Assessment Codes

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C

GED: 4 4 4 APTITUDES: 2 2 3 4 4 2 3 3 4 5 5

GOE Code: 07.02.02

SOC Code: 4521

CIP Code: 52.0204

O*NET SOC Code: TITLE

43-1011.00 First Line Supervisor

FREIGHT, STOCK & MATERIAL MOVERS-HAND

OES Code 9870009 T

15 Firms Responding

DESCRIPTION

Freight, Stock and Material Movers-Hand include workers who move materials manually. These workers work in factory production areas, shipping departments or warehouses.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
Union		
New Hires, No Experience	\$8.59-\$14.16	\$13.40
New Hires, Experienced	\$8.59-\$14.16	\$12.50
3 + Yrs Experience with Firm	\$10.59-\$19.41	\$15.00
Non-Union		
New Hires, No Experience	\$6.00-\$10.00	\$7.75
New Hires, Experienced	\$6.00-\$10.00	\$8.50
3 + Yrs Experience with Firm	\$6.00-\$17.30	\$10.00

WEIGHTED BY EMPLOYEES

Union		
New Hires, No Experience	\$8.59-\$14.16	\$13.40
New Hires, Experienced	\$8.59-\$14.16	\$10.50
3 + Yrs Experience with Firm	\$10.59-\$19.41	\$16.00
Non-Union		
New Hires, No Experience	\$6.00-\$10.00	\$10.00
New Hires, Experienced	\$6.00-\$10.00	\$10.00
3+ Yrs Experience with Firm	\$6.00-\$17.30	\$12.49

Wages for some employees (38%) are subject to a collective bargaining or union agreement. almost all employees (95%) are full time and work 41 hours per week on average. Almost all employers reported that day shift is available and many employers reported that swing and graveyard shifts are available for this occupation.

BENEFITS

	Ratio of firms responding	
	Full	Part-Time
Vacation	13/14	1/5
Medical Insurance	14/14	2/5
Sick Leave	9/14	2/5
Retirement Plan	13/14	4/5
Dental Insurance	14/14	2/5
Vision Insurance	12/14	2/5
Life Insurance	12/14	2/5

Many employers pay the full cost of benefits for full time employees. Many employers who hire part time employees pay the full cost of benefits.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2005

Size, 2002: 1,110-Large

Growth Rate (per year): 2%-Slower than average

Job Growth: 130

Separations: 360

Male 75% Female 25%

SUPPLY & DEMAND

Employers report no difficulty finding experienced and moderate difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation either grew or remained stable during the last year and predict that employment will either grow or remain stable over the next 2 years. Many employers hired to fill vacancies resulting from the creation of new positions.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via employee referrals. Many employers recruited applicants via newspaper ads and walk-in applicants. Some employers recruited applicants through in-house promotions, union hall referrals and through the Employment Development Department. Most employers screen applicants for this occupation through drug testing. Some screen through medical physicals and DMV and police background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Help Supply Services	12%	7363
Cereal Breakfast Foods	10%	2043
Department Stores	5%	5311

EMPLOYER REQUIREMENT

Education & Training

Most employers require new hires in this occupation to complete high school or the equivalent, but some employers hire applicants with less than high school. Employers reported that recent new hires in this occupation have demonstrated excellence in cooperation and are moderate in honesty and attendance. Applicants that were not hired lacked motivation and industriousness.

Experience

Many employers indicated that they do not require but prefer an average of 11 months of work experience prior to hiring in this occupation. Some employers will accept 11 months of work experience in similar occupations as a substitute for experience in this occupation. Most employers will accept an average of 6 months of training in material handling as a substitute for experience.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to apply safety techniques
- Loading/Unloading skills
- Material handling skills
- Record keeping skills

Physical:

- Full use of hands, arms and fingers
- Ability to lift 100 pounds repeatedly
- Ability to climb, stoop and reach
- Good hand-eye coordination
- Ability to stand comfortably for 2 or more hours
- Ability to tolerate various weather conditions

Personal:

- Ability to work as a team
- Ability to follow oral instructions
- Ability to perform routine, repetitive work
- Ability to work independently

Basic:

- Ability to follow oral instructions
- Basic reading and comprehension skills
- Basic math skills

Other:

- Able to add or subtract 2 digit numbers
- Must be able to write simple sentences.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Maintenance, General Laborers to Freight Stock, & Material Movers to Foreperson/Supervisor to Manager. Many employers reported that they promote into this occupation from lower level positions such as janitors, and general laborers. Most employers reported that they promote from this occupation to higher-level positions such as drivers, foremen, supervisors and managers.

Dot Code: TITLE

914.687-014 Loader Helper

929.687-030 Material Handler

412.687-010 Commissary Assistant

579.687-018 Floor Attendant

Assessment Codes

California Occupational Guide #63

Specific Vocational Preparation: 2(short demo to 30 days)

RML G V N S P Q K F M E C

GED: 2 1 1 APTITUDES 4 4 4 4 4 4 4 4 3 5 5

GOE Code: 06.04.40

SOC Code: 8726

CIP Code: N/A

O*NET SOC Code: TITLE

53-7062.03 Freight and Material Movers

HOME HEALTH AIDES

OES Code 660110

16 Firms Responding

DESCRIPTION

Home Health Aides care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linens, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. This includes Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$10.67	\$7.13
New Hires, Experienced	\$6.25-\$11.00	\$8.00
3 + Yrs Experience with Firm	\$6.25-\$13.00	\$9.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$6.00-\$10.67	\$6.25
New Hires, Experienced	\$6.25-\$11.00	\$7.25
3 + Yrs Experience with Firm	\$6.25-\$14.00	\$8.00

Many employees (43%) work on-call, averaging 37 hours per week. Some employees work full time and part-time, and average 22 to 45 hours per week. Many employers indicated that employees work swing and graveyard shifts. Some employers report that employees work a three-day week with 24-hour shifts.

BENEFITS

	Ratio of firms responding	
	Full-Time	Part-Time/On Call
Vacation	8/9	5/12
Medical Insurance	8/9	6/12
Sick Leave	7/9	4/12
Retirement Plan	6/9	4/12
Dental Insurance	7/9	5/12
Vision Insurance	5/9	3/12
Life Insurance	3/9	4/12
Child Care	1/12	0/12
Other	1/12	0/12

Many employers who offer full time benefits pay the full cost of benefits for their employees. Few employers who offer part time benefits either pay the full cost of benefits for their employees or share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 390-Medium

Growth Rate (per year): 6.3%- Much faster than average

Job Growth: 120

Separations: 30

Male 5% Female 95%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation grew during the survey year and most expect employment to grow over the next two years. Most employers hired in the survey year and many hired to fill vacancies resulting from the creation of new positions and individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through employee referrals, and newspaper ads. Many recruited applicants via in-house promotions or transfers, and walk-in applicants. Some employers used school program referrals and the Employment Development Department to recruit applicants for this occupation. Almost all employers screen applicants to this occupation through police background check and medical physicals. Many employers screen applicants through drug testing and DMV background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Help Supply Services	50%	7363
Home Health Care Services	16%	8082
General Medical & Surgical Hospital	6%	8062

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they require at least a high school diploma for applicants in this occupation and some employers will hire applicants with less than high school. Many employers report that home health aide training is required prior to hiring. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and motivation. Applicants that were not hired lacked honesty and punctuality and showed poor grooming.

Experience

Many employers in this sample require applicants to have worked an average of 10 months in this occupation prior to hiring. However, many do not require, but prefer applicants to have experience. Many employers will accept 5 months of training and 12 months of work experience in nursing assistance or care giving as substitutes for experience in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to administer first aid
- Ability to apply the principles of asepsis
- Ability to perform CPR
- Home Health Aid (HHA) Certificate
- Nurses Aide certification

Physical:

- Physical strength to lift patients
- Ability to stand for 2 or more hours continuously

Personal:

- Ability to handle crisis situations
- Ability to work independently
- Ability to work under pressure
- Organizational & time management skills
- Possession of a valid driver's license

Basic:

- Ability to follow oral instructions
- Ability to read & follow written instructions
- Oral communication skills
- Ability to write legibly

Other:

- Word processing and spreadsheet application skills
- Knowledge of multiplication, division, decimals and fractions
- Must be able to write complex sentences and to compose paragraphs.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Home Health Aide to Licensed Vocational Nurse to Registered Nurse. Few employers reported that they promote into this occupation from lower level positions. However, many employers promote from this occupation to higher-level positions such as Licensed Vocational Nurse and Registered Nurse provided the applicant possesses the appropriate education and license.

DOT Code: TITLE

354.377-014 Home Attendant

Assessment Codes

California Occupational Guide #461

Specific Vocational Preparation = 3 (30 days to 3 mos)

RML G V N S P Q K F M E C
GED 3 2 2 APTITUDES 3 3 4 4 4 4 3 4 3 4 4

GOE Code: 10.03.03

SOC Code: 5236

CIP Code: 51.1615

O*NET SOC Code: TITLE

31-1011.00 Home Health Aides

HOSTS & HOSTESSES-RESTAURANT

OES Code 650020

15 Firms Responding

DESCRIPTION

Hosts and Hostesses-restaurant, lounge or coffee shop, welcome patrons, seat them at tables or in lounge, and insure quality of facilities and service.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$6.50	\$6.00
New Hires, Experienced	\$5.75-\$6.50	\$6.00
3 + Yrs Experience with Firm	\$5.75-\$8.00	\$6.50

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.75-\$6.50	\$6.00
New Hires, Experienced	\$5.75-\$6.50	\$6.00
3 + Yrs Experience with Firm	\$5.75-\$8.00	\$6.50

Most employees (79%) work part-time averaging 22 hours per week. Some employees (21%) work full time averaging 38 hours per week. Almost all employers indicated that day shift is available and many reported that employees work swing.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	2/7
Medical Insurance	4/7
Sick Leave	3/7
Retirement Plan	0/0
Dental Insurance	4/7
Vision Insurance	3/7
Life Insurance	3/7

A few employers who hire full time pay the full cost of benefits for their employees and some who hire full time share the cost of benefits with their employees. Almost all employers who hire part-time do not offer benefits.

EMPLOYMENT TRENDS

Occupational Forecasts 1995-2002

Size, 2002: 310-Medium

Growth Rate: (per yr.): 3.4% Faster than average

Job Growth: 60

Separations: 60

Male 5% Female 95%

SUPPLY & DEMAND

Employers report no difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year and most expect employment to remain stable over the next two years, although some indicated growth. Almost all employers hired in the last year and many hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation through employee referrals and walk-in applicants. Most employers recruited applicants through the newspaper. Few employers screen applicants to this occupation through drug test, cash handling tests, and prior employment references.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating Places	92%	5812

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they hire applicants with less than high school. However, some employers reported that they require applicants to have completed high school or the equivalent. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and grooming. Applicants that were not hired showed poor attendance and did not work well with close supervision.

Experience

Although most employers do not require experience, some employers reported that they prefer applicants to have worked an average of 4 months in this occupation prior to hiring. Most employers who prefer experienced applicants will accept 3 months of experience in fast food or cashiering as a substitute for experience in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Cash handling skills
- Good memory skills
- Ability to complete credit card transactions
- Ability to operate a cash register (standard and/or computerized)
- Ability to follow check cashing procedures

Physical:

- Ability to stand for 2 or more hours continuously

Personal:

- Good grooming skills
- Ability to work nights, weekends and holidays
- Ability to work independently
- Understanding of a variety of cultures
- Ability to work with close supervision
- Ability to handle disruptive patrons

Basic:

- Ability to read and follow instructions
- Oral communication skills
- Ability to follow oral and written instructions
- Ability to write legibly

Other:

- Operate computerized cash registers and the Point of Sales system specific to the restaurant
- Add or subtract 2 digit numbers
- Knowledge of multiplication, division, decimals and fractions and to
- Ability to compute interests & discount
- Must write simple sentences.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Host/Hostess to Waiter/Waitress or Bartender to Restaurant Manager. Employers indicated that they do not promote into this occupation from lower level positions, as this is an entry-level position. However, almost all employers promote from this occupation to higher-level positions such as waiter/waitresses, bartender or restaurant manager.

DOT Code: TITLE

310.137-010 Host/Hostess, Restaurant

Assessment Codes

California Occupational Guide #500
Specific Vocational Preparation =1(Short Demonstration)

RML

GVNS P Q K F ME C

GED N/A APTITUDES N/A

GOE Code: 09.01.03

SOC Code: 35-9031

CIP Code: 12.0507

O*NET SOC Code: TITLE

35-9031.00 Host/ hostesses

INDUSTRIAL PRODUCTION MANAGERS

OES Code 150140 Q

15 Firms Responding

DESCRIPTION

Industrial Production Managers plan, organize, direct, control, or coordinate the operational (line) activities and resources necessary for manufacturing products in accordance with cost, quality, and quantity specifications.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

New Hires, No Experience	\$7.25-\$15.86	\$10.00
New Hires, Experienced	\$8.74-\$27.16	\$16.30
3 + Yrs Experience with Firm	\$9.09-\$31.25	\$20.67

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$7.25-\$15.86	\$12.00
New Hires, Experienced	\$8.74-\$27.16	\$13.00
3 + Yrs Experience with Fir	\$9.09-\$31.25	\$19.24

Almost all employees (95%) work full time and average 48 hours per week. Many employers (45%) require applicants to work swing shift and some require applicants to work graveyard.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	15/15
Sick Leave	11/15
Retirement Plan	13/15
Dental Insurance	14/15
Vision Insurance	12/15
Life Insurance	13/15
Child Care	1/15
Other	3/15

Most employers pay the full cost of benefits, while a few share the cost of benefits with employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 290-Medium

Growth Rate (per yr):

2% Average

Job Growth: 10

Separations: 40

Male 85% Female 15%

SUPPLY & DEMAND

Employers report some difficulty finding experienced applicants and much difficulty finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year. Almost all expect employment to remain stable over the next 2 years.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through in-house promotions and newspaper ads. Some employers recruited applicants through employee referrals and private employment agencies. Most employers screen applicants for this occupation through drug testing. Many employers screen applicants through medical physicals and some conduct police background checks.

WHERE THE JOBS ARE

Major Employers	Percent	SIC
Printed Circuit Boards	5%	3672
Wood Products	4%	2499
Truck Trailers	4%	2499
Cereal Breakfast Foods	4%	2043

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed high school or the equivalent. However, few require new hires to have obtained an Associate or Bachelor's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as attendance, punctuality, industriousness and cooperation. Employers reported that applicants that were not hired were deficient in industriousness and motivation.

Experience

Most employers require applicants for this occupation to have an average of 44 months of experience in this occupation and related occupations prior to hiring. Almost all employers who require experience will not accept training as a substitute for experience. Some employers require applicants to have undergone an average of 17 months of technical or vocational training prior to hiring in this occupation.

SKILLS, LICENSES AND OTHER REQUIREMENTS

Technical:

- Ability to apply safety techniques
- Ability to plan and organize the work of others
- Ability to implement the principles of quality control
- Ability to analyze workflow processes
- Ability to analyze and solve problems

Personal:

- Ability to meet deadlines
- Ability to manage multiple priorities
- Ability to work under pressure
- Ability to work as part of a team
- Ability to motivate others
- Organizational & time management skills

Other

- Word processing and spreadsheet skills Database skills
- Able to multiply and divide, and to work with fractions and decimals
- Ability to compute interests and discounts, and to use basic statistics
- Ability to write essays or reports, prepare business letters or summary reports, or write technical documents and articles.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Machine Operator to Lead Person to Industrial Production Manager to Plant Manager. Almost all employers reported that they promote into this occupation from lower level positions such as foreman or production supervisor. Many employers promote from this occupation to higher-level positions such as plant manager and general manager.

DOT Codes: TITLE

183.117-010 Manager, Branch

Assessment Codes

California Occupational Guide: N/A

Specific Vocational Preparation= 8(4 to 10 years)

R M L G V N S P Q K F M E C

GED 544 APPTITUDES 2 2 2 4 4 3 4 4 1

GOE Code: 11.05.02

SOC Code: 1320

CIP Code: 52.0205

O*NET SOC Code: TITLE

11-3051.00 Industrial Production Manager

MEDICAL ASSISTANTS

OES Code 660050

15 Firms Responding

DESCRIPTION

Medical Assistants perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment rooms, inventory supplies and instruments, and set up patients for attention of physician, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$6.50-\$8.66	\$8.00
New Hires, Experienced	\$7.00-\$10.91	\$8.00
3 + Yrs Experience with Firm	\$8.50-\$12.83	\$10.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$6.50-\$8.66	\$8.00
New Hires, Experienced	\$7.00-\$10.91	\$9.00
3 + Yrs Experience with Firm	\$8.50-\$12.83	\$10.39

Although few employers are union, many employees earn wages at the high end that are subject to collective bargaining and union agreements. Many employees are full time averaging 40 hours per week and many employees work part time averaging 29 hours per week. All employers hire employees to work the day shift but few expect employees to be available for swing shift.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	14/17
Medical Insurance	14/17
Sick Leave	14/17
Retirement Plan	12/17
Dental Insurance	6/17
Vision Insurance	9/17
Life Insurance	6/17
Child Care	1/17

Many employers who offer full time benefits pay the full cost of benefits for their employees. A few employers who offer part time benefits share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002 610-Large

Growth Rate (per yr.) 5%-Much faster than average

Job Growth: 160

Separations: 60

Male 8% Female 92%

SUPPLY & DEMAND

Employers reported it very difficult to find experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation grew during the last year and in many firms indicated employment remained stable. Most employers expect employment in this occupation to remain stable over the next two years. Most employers hired in the last year and almost all hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Most firms recruit applicants for this occupation through employee referrals and newspaper ads. Many firms recruit applicants through school program referrals and hired walk-in applicants. Some employers screen applicants to this occupation through drug testing and a few employers screen applicants through medical testing.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Offices & Clinics of Medical Doctors	87%	8011

EMPLOYER REQUIREMENTS

Education & Training

Almost all employers indicated that they require a high school diploma or the equivalent for applicants to this occupation. However, some employers reported that recent new hires have obtained an Associate's Degree. Many employers report that 10 months of training in medical assistance is required of applicants prior to hiring in this occupation. Employers indicated that most recent new hires in this occupation demonstrate a moderate amount of cooperation and honesty. Employers also reported that recent new hires work fairly accurately and demonstrate industriousness. Applicants that were not hired lacked knowledge of basic office procedures.

Experience

Many employers in this sample prefer, but do not require applicants to have worked an average of 10 months in this occupation prior to hiring. Some employers who prefer experienced applicants will accept 8 months of work experience in related occupations as a substitute for experience in this occupation. Of the employers that prefer experience, most will accept 9 months of medical assistance training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Telephone answering skills
- Ability to apply dressing and compresses
- Ability to prepare treatment rooms for examination of patients
- Ability to use medical terminology
- CPR certificate

Personal:

- Ability to work as part of a team
- Ability to work under pressure
- Ability to work independently
- Understanding of a variety of cultures
- Willing to work with close supervision
- Ability to handle crisis situations

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions
- Ability to write legibly
- Oral communications skills

Other:

- Word processing skills
- Knowledge of multiplication, division, decimals and fraction
- Able to write complex sentences and compose paragraphs

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Medical Assistant to Lead Office Person/Supervisor. Most employers do not promote into this occupation from lower level positions. Many employers do promote to a variety of higher-level positions such as supervisor, lead office person, and in some cases, licensed vocational and registered nurse.

Dot Code: TITLE

079.362-010 Medical Assistant

079.364-010 Chiropractor Assistant

079.374-018 Podiatry Assistant

355.667-010 Morgue Attendant

Assessment Codes

California Occupational Guide: #513

Specific Vocational Preparation = 6 (1 to years)

R M L G V N S P Q K F M E C

GED 4 3 4 APTITUDE 3 3 4 4 4 3 3 3 5 4

GOE Code 10.03.02

SOC 5233

CIP 51.0801

O*NET SOC Code: TITLE

31-9092.00 Medical Assistant

NURSE AIDES

OES Code 660080 D

17 Firms Responding

DESCRIPTION

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patient's call bell, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. This does not include Psychiatric Aides and Home Health Aides

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$8.75	\$7.50
New Hires, Experienced	\$6.25-\$10.39	\$8.25
3 + Yrs Experience with Firm	\$6.50-\$12.03	\$9.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$6.00-\$8.75	\$8.15
New Hires, Experienced	\$6.25-\$10.07	\$8.63
3 + Yrs Experience with Firm	6.50-\$13.00	\$9.20

Most employees are full time averaging 39 hours per week. However, some employees work part time averaging 25 hour per week, and a few work on-call at 20 hours per week. Almost all employers hire employees to work day and swing shifts but most expect employees to be available for the graveyard shift.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	15/18
Medical Insurance	17/18
Sick Leave	15/18
Retirement Plan	4/18
Dental Insurance	16/18
Vision Insurance	13/18
Life Insurance	11/18
Child Care	2/18

Many employers who offer full time benefits pay the full cost of benefits for their employees. Some employers who offer part time benefits will either pay the full cost of benefits or share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,090 Very Large

Growth Rate (per yr.) 3.2% Faster than average

Job Growth: 390

Separations: 190

Male 12% Female 88%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and expect employment stability over the next two years. Almost all employers hired in the last year and almost all hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Many firms recruited applicants for this occupation through in-house promotions or transfers, employee referrals, newspaper ads, and walk-in applicants. Some employers used school program referrals and the Employment Development Department to recruit applicants for this occupation. Most employers conduct police background checks prior to hiring applicants. Some employers screen applicants through drug testing. A few employers utilize past employment references to screen applicants.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Skilled Nursing Care Facilities	59%	8051
General Medical & Surgical Hospital	22%	8062
Nursing and Personal Care, NEC	8%	8059

EMPLOYER REQUIREMENTS

Education & Training

Many employers indicated that they require at least a high school diploma for applicants in this occupation. However, many hire applicants with less than high school. Many employers report that applicants need to obtain nursing assistant certification (C.N.A.) prior to hiring for this occupation. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation and motivation. Many employers described a significant amount of deficiencies in applicants that were not hired such as inability to handle crisis situations, poor work ethics, scattered work history, and poor attendance.

Experience

Many employers in this sample do not require applicants to have worked in this occupation prior to hiring. However, some employers do require an average of 6 months work experience prior to hiring applicants. Of the employers that require experience, many will accept work experience in related occupations and almost all will accept 6 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to apply transferring techniques in moving patients
- Ability to perform CPR
- Ability to take vital signs
- Ability to read labels and instructions
- Ability to apply the principles of asepsis

Physical:

- Physical strength to lift patients
- Ability to stand continuously for 2 or more hours

Personal:

- Organizational and time management skills
- Ability to work under pressure
- Ability to work independently
- Willing to work flexible hours and days
- Ability to handle crisis situations

Basic:

- Oral communication skills
- Ability to read and follow written instructions
- Ability to follow oral instructions
- Ability to write legibly

Other:

- Word processing, spreadsheet database and desktop publishing skills
- Able to add and subtract
- knowledge of multiplication, division, decimals, and fractions
- Must be able to write complex sentences and to compose paragraphs.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Housekeeper/Assisted Living Aide to Certified Nurse Aide to Rehabilitation Nurse Assistant to Licensed Vocational Nurse to Registered Nurse. Many employers promote into this occupation from lower level positions such as assisted living aide or housekeeper. Most employers promote from this occupation to higher-level positions such as rehabilitation nurse assistants (RNA) and licensed vocational nurse (LVN). A few employers will promote persons in this occupation to registered nurse, provided that they complete the appropriate schooling.

Dot Code: Title

335.674-014 Nurse Assistant

354.677-010 First Aide Attendant

355.674-018 Orderly

Assessment Codes

California Occupational Guide #442

Specific Vocational Preparations = 4 (3 to 6 mos)

RML GVN SPQKFMEC

GED: 3 2 2 APTITUDES: 4 4 4 4 3 4 3 3 4 4

GOE Code: 10.03.02

SOC: 5236

CIP 51.1614

O*NET SOC Code: TITLE

31-1012.00 Nurse Aide

PARALEGAL PERSONNEL

OES Code 283050 Q

17 Firms Responding

DESCRIPTION

Paralegal Personnel assist lawyers in the preparation of lawsuits and/or legal documents as a career professional, usually having either four-year college degree or a degree from an institute specializing in the paralegal profession. They may gather research data for use as evidence to formulate defense or to initiate defense or to legal action.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
New Hires, No Experience	\$6.00-\$13.46	\$9.00
New Hires, Experienced	\$9.00-\$19.23	\$14.16
3 + Yrs Experience with Firm	\$10.00-\$28.84	\$15.39

WEIGHTED BY EMPLOYEES		
New Hires, No Experience	\$6.00-\$13.46	\$10.00
New Hires, Experienced	\$10.00-\$19.23	\$14.80
3 + Yrs Experience with Firm	\$12.01-\$28.84	\$16.00

Almost all employees (80%) in this sample earn wages found under the section "weighted by employees" and almost all employees (80%) work full time and average 40 hours per week.

BENEFITS

	<i>Ratio of firms responding</i>
Vacation	12/13
Medical Insurance	12/13
Sick Leave	11/13
Retirement Plan	11/13
Dental Insurance	10/13
Vision Insurance	4/13
Life Insurance	5/13
Child Care	1/13
Other	3/13

Many employers pay the full cost of benefits for full-time employees and a few employers pay the full cost of benefits for part-time employees. A few employers share the cost of benefits with full and part-time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 70- Very Small

Growth Rate (per yr.) 5.7% Much faster than average

Job Growth: 20

Separations: 0

Male 21% Female 79%

SUPPLY & DEMAND

Employers report it very difficult to find experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Almost all employers indicate that employment in this occupation remained stable during the last year and most employers expect stability over the next 2 years. Many employers hired within the last 12 months to fill temporary, on call or seasonal positions.

Recruitment Methods

Most employers recruited applicants to fill vacant positions through newspaper ads. Some employers filled positions through private employment agencies, school program referrals, and colleges/universities. A few employers screen applicants for this occupation through reading and math aptitude assessment testing, and by checking references from prior employment.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Legal Services	84%	8III

EMPLOYER REQUIREMENTS

Education & Training

Many employers require new hires in this occupation to have completed an Associate's Degree and to have completed paralegal or legal office administration course work. However, many employers indicate that recent new hires have completed a Bachelor's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as grooming, accepting supervision, and tolerating stress. Employers report that applicants that were not hired were deficient in meeting deadlines, working accurately, and industriousness.

Experience

Most employers (65%) require applicants for this occupation to have 6 to 24 months of experience in general or legal secretarial work and many (47%) will accept 1 year of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to manage multiple priorities
- Ability to read and comprehend information quickly
- Ability to prepare legal documents and exhibits
- Ability to maintain files and correspondence
- Ability to file pleadings

Personnel:

- Ability to work under pressure
- Ability to work independently
- Ability to work as part of a team

Other:

- Word processing skills
- Spreadsheet and database skills
- Able to compute interests, discounts and use basic statistics
- Able to prepare business letters or summary reports
- Able to write technical documents, articles or speeches

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Legal secretary/Aide to Paralegal to Attorney. Many employers reported that they promote into this occupation from lower level positions such as legal aides and secretaries. Most employers do not promote from this occupation to higher-level positions.

DOT Code: TITLE
119.267-026 Paralegal

Assessment Codes
California Occupational Guide #464
Specific Vocational Preparation = 6 (1 to 2 years)
RML G V N S P Q K F M E C
GED: 525 APTITUDES: 2 1 3 4 4 3 4 4 4 5 5
GOE Code: 07.05.02
SOC Code: 23-2011
CIP Code: 22.0103
O*NET SOC Code: TITLE
23-2011.00 Paralegal Personnel

RESIDENTIAL COUNSELORS

OES Code 273070

15 Firms Responding

DESCRIPTION

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding school, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

Union

New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$11.46-\$13.60	\$12.45
3 + Yrs Experience with Firm	\$12.63-\$16.11	\$15.75

Non-Union

New Hires, No Experience	\$6.25-\$9.00	\$7.50
New Hires, Experienced	\$7.40-\$11.00	\$8.09
3 + Yrs Experience with Firm	\$7.50-\$12.00	\$9.07

WEIGHTED BY EMPLOYEES

Union

New Hires, No Experience	N/A N/A	N/A
Experienced/New to Firm	\$11.46-\$13.60	\$12.45
3 + Yrs Experience with Firm	\$12.63-\$16.11	\$15.75

Non-Union

New Hires, No Experience	\$6.25-\$9.00	\$7.50
New Hires, Experienced	\$7.40-\$11.00	\$8.00
3 + Yrs Experience with Firm	\$7.50-\$14.00	\$9.00

Almost all employees (82%) work full time, averaging 40 hours per week. Almost all employers indicated that employees work day shift and most reported that employees work swing shift. However, many employers indicated that the graveyard shift is available.

BENEFITS

Ratio of firms responding

Vacation	14/14
Medical Insurance	14/14
Sick Leave	13/14
Retirement Plan	10/14
Dental Insurance	12/14
Vision Insurance	9/14
Life Insurance	9/14
Child Care	1/14

Most employers pay the full cost of benefits for full time employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 910-Large

Growth Rate (per yr.): 4.8%-Much faster than average

Job Growth: 230

Separations: 110

Male 46% Female 54%

SUPPLY & DEMAND

Employers report moderate difficulty finding experienced applicants and much difficulty finding inexperienced applicants who meet their hiring criteria. Many employers indicated that employment in this occupation remained stable during the last year and most expect employment to grow over the next two years. Almost all employers hired in this occupation last year, and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants for this occupation through in-house promotion or transfers, employee referrals, and newspaper ads. Some employers used the Employment Development Department and colleges/universities to recruit applicants for this occupation. Most employers screen applicants to this occupation through police background checks and medical physicals. Many employers screen applicants through drug testing and DMV background checks.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Residential Care	90%	8361
Individual and Family Services	9%	8322

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they require at least a high school diploma for applicants in this occupation. However, many employers reported that their most recent new hires have completed an Associate's Degree. Employers indicated that most recent new hires in this occupation demonstrate excellent cooperation, attendance and honesty. Applicants that were not hired lacked work experience and the ability to communicate.

Experience

Many employers in this sample require applicants to have worked an average of 16 months in this occupation prior to hiring and many employers will accept work experience and training in substance abuse counseling as a substitute for work experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to identify and resolve social and other problems
- Record keeping skills
- Ability to develop program plans for individuals
- Ability to perform first aid
- Ability to ascertain medical needs

Personal:

- Understanding of a variety of cultures
- Anger management skills
- Ability to handle crisis situations
- Good DMV driving records
- Clean police record

Other:

- Word-processing skills
- Spreadsheet skills
- Database skills
- Knowledge of multiplication, division, decimals and fractions
- Must be able to prepare business letters or summary reports.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Caseworker to Residential Counselor to Senior Counselor to Administrative Assistant to Assistant Program Director to Program Director. Most employers reported that they promote into this occupation from lower level positions such as caseworkers and case managers. Almost all employers promote from this occupation to higher-level positions such as group counselor, senior counselor, administrative assistant, assistant director, and director.

DOT Code: TITLE
187.167-186 Residence Supervisor

Assessment Codes
California Occupational Guide # N/A
Specific Vocational Preparation = 6 (1 to 2 years)
RML GVNSPQKFMEL
GED N/A APTITUDES N/A
GOE Code: 11.07.01
SOC Code:
CIP Code: 20.0201
O*NET SOC Code: TITLE
N/A

SALES AGENTS & PLACERS-INSURANCE

OES Code 430020

16 Firms Responding

DESCRIPTION

Insurance Sales Agents and Placers sell or advise clients on life insurance, endowments, fire accident, and other types of insurance. They may refer clients to independent brokers, work as an independent broker, or maintain employment by an insurance company.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.76-14.42	\$9.23
New Hires, Experienced	\$5.75-15.38	\$11.54
3 + Yrs. Experienced with Firm	\$5.75-19.23	\$13.11

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.76-\$14.42	\$9.61
New Hires, Experienced	\$5.75-15.38	\$14.42
3 + Yrs. Experienced with Firm	\$5.75-\$19.23	\$16.83

Many firms supplement employee wages with commission and bonuses ranging from \$3.20 to \$38.46 per hour. Almost all employees (95%) work full time and average 40 hours per week.

BENEFITS

	Ratio of firms responding
Vacation	12/15
Medical Insurance	13/15
Sick Leave	12/15
Retirement Plan	13/15
Dental Insurance	12/15
Vision Insurance	7/15
Life Insurance	11/15
Child Care	4/15

Some employers pay the full cost of most benefits while a few employers share the cost of some benefits with a few employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 120-Small

Growth Rate (per yr): 2.8%- Average

Job Growth: 20

Separations: 10

Male 50% Female 50%

SUPPLY & DEMAND

Employers report it very difficult to find experienced or inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation grew during the last year and many employers expect employment to either grow or remain stable over the next 2 years.

Recruitment Methods

Almost all employers recruited applicants for this position via employee referrals and many used newspaper ads to recruit applicants to pen positions. Many employers screen applicants for this occupation through DMV checks, reading, math, and aptitude assessment testing and police background checks.

WHERE THE JOBS ARE

<i>Major Employer</i>	<i>Percent</i>	<i>SIC</i>
Insurance Agents, Brokers	66%	64II
Life Insurance	14%	63II
Fire, Marine, and Casualty Insurance	7%	63II

EMPLOYER REQUIREMENTS

Education/Training

Almost all employers require new hires in this occupation to have completed high school or the equivalent. However, some employers reported that recent new hires have completed a Bachelor's Degree. Many employers indicated that new hires are required to complete some technical or vocational training and should obtain insurance or broker's licensing. Employers reported that recent new hires in this occupation demonstrate excellent cooperation and motivation. Applicants that were not hired were dishonest and showed poor attendance.

Experience

Some employers prefer, but do not require applicants to have an average of 16 months of experience in this occupation prior to hiring. Most employers will accept 21 months of experience in related occupations as a substitute for experience in this occupation. Many employers will also accept 11 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to apply sales techniques
- Ability to interview others for information
- Bondable
- Knowledge of laws/regulations affecting the insurance industry
- Professional telephone sales techniques

Personal:

- Ability to work as part of a team
- Ability to work independently
- Ability to write effectively
- Attention to detail
- Regular use of own reliable vehicle

Basic:

- Ability to follow oral instructions
- Oral communication skills

Other:

- Word-processing skills
- Spreadsheet skills
- Database skills
- Desktop publishing skills
- Ability to learn software specific to the insurance industry

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Clerical to Customer Service Rep to Sales Agents to Sales Managers. Many employers reported that they promote into this occupation from lower level positions such as customer service and clerical staff. Almost all employers promote from this occupation to higher-level positions such as sales manager.

DOT Code: TITLE
169.167-050 Special Agent, Group Insurance
239.267-010 Placer
250.257-010 Sales Agent, Insurance

Assessment Codes:
California Occupational Guide #455
Specific Vocational Training: = 3 (30 days to 3 months)
RML GVNSPQKFMEL
GED N/A APTITUDES N/A
GOE Code: 08.01.02
SOC Code: 41-3021
CIP: 08.1001
O*NET SOC CODE: TITLE
41-3031.02 Sales Agents

SYSTEMS ANALYSTS-ELECTRONIC DATA PROCESSING

OES Code 251020 Q

15 Firms Responding

DESCRIPTION

Systems Analysts, Electronic Data Processing, analyze business, scientific, and technical problems for applications to electronic data processing systems. This does not include persons working primarily as engineers, mathematicians, programmers, or scientists.

WAGES & BENEFITS

WAGES

RANGE

MEDIAN

Union

New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$18.29-\$22.81	\$21.48
3 + Yrs Experience with Firm	\$18.82-\$27.56	\$25.15

Non-Union

New Hires, No Experience	\$10.68-\$17.26	\$17.09
New Hires, Experienced	\$12.00-\$23.07	\$17.48
3+ Yrs Experience with Firm	\$14.95-\$30.00	\$22.71

WEIGHTED BY EMPLOYEES

Union

New Hires, No Experience	N/A N/A	N/A
New Hires, Experienced	\$18.29-\$22.81	\$21.48
3 + Yrs Experience with Firm	\$18.82-\$27.56	\$27.56

Non-Union

New Hires, No Experience	\$10.68-\$17.26	\$17.26
New Hires, Experienced	\$12.00-\$23.07	\$17.00
3+ Yrs. Experience with Firm	\$14.95-\$30.00	\$30.00

Wages for many employees are subject to collective bargaining or union agreement. All employees (100%) work full time and average 41 hours per week.

BENEFITS

Ratio of firms responding

Vacation	15/15
Medical Insurance	15/15
Sick Leave	14/15
Retirement Plan	13/15
Dental Insurance	N/A
Vision Insurance	12/15
Life Insurance	11/15
Child Care	1/15
Other	2/15

Most employers pay the full cost of benefits, while some share the cost of benefits with full-time employees.

EMPLOYMENT TRENDS

Occupational Forecasts 1995-2002

Size, 2002: 460-Medium

Growth Rate (per yr): 6.9%-Much faster than average

Job Growth: 150

Separations: 20

Male 48% Female 52%

SUPPLY & DEMAND

Employers report it very difficult finding experienced and inexperienced applicants who meet their hiring criteria. Almost all employers indicated that employment in this occupation remained stable during the last year and most employers expect employment to remain stable over the next 2 years. Many employers hired within the last 12 months to fill vacancies resulting from promotions within the firm.

Recruitment Methods

Almost all employers recruited applicants to fill vacant positions via newspaper ads. Many employers recruited applicants through in-house promotions and the Internet and some used employee referrals and private employment agencies to recruit applicants to this occupation. Many employers screen applicants for this occupation through police background checks and a few require applicants to pass civil service written and oral exams.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Data Processing & Preparation	19%	7374
Savings Institution, Except Federal	12%	6036
Local Government	11%	9030
Federal Government	9%	9010

EMPLOYER REQUIREMENT

Education & Training

Many employers require applicants to this occupation to possess a Bachelor's Degree. However, some employers indicated that they hire persons who have completed either high school or an Associate's Degree. Employers reported that recent new hires in this occupation are excellent in such qualities as honesty, working accurately, cooperation and industriousness. Applicants that were not hired were deficient in attendance and accepting supervision.

Experience

Almost all employers require applicants to have an average of 22 months of experience in this occupation prior to hiring. Some employers will accept 6 to 48 months of experience in related occupations. Many employers require technical or vocational training in computer science and/or database management and will accept 31 months of training as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Ability to analyze processes
- Ability to identify and correct system "bugs"
- Ability to assess the capabilities of hardware and software
- Ability to evaluate the procedures and problems of an organization
- Ability to understand programming languages

Personal:

- Ability to work independently
- Organizational and time management skills
- Ability to work as a team member
- Oral presentation skills

Basic:

- Ability to read and follow instructions
- Ability to follow oral instructions

Other:

- Word processing, spreadsheet and database skills
- Knowledge of specific computer operating systems and programming languages
- Knowledge of geometry, algebra or advanced statistics
- Must be able to prepare business letters or summary reports and to write technical documents, articles, or speeches.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Computer Operator to Computer Programmer to Systems Analyst to Operations Supervisor to Information Systems Manager. Most employers reported that they promote into this occupation from lower level positions such as computer operators/programmers and information systems technicians /specialists. Most promote from this occupation to higher-level positions such as systems operations supervisor and information systems manager.

DOT Code: TITLE

109.067-010 Information Scientist

030.162-014 Programmer Analyst

030.167-014 Systems Analyst

Assessment Codes

California Occupational Guide #81

Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C

GED: 545 APTITUDES: 2 2 2 4 4 3 4 4 4 5 5

GOE Code: 11.01.01

SOC: 1712

CIP: 11.0501

O*NET SOC Code: TITLE

N/A

TEACHERS-SPECIAL EDUCATION

OES Code 313110 T

9 Firms Responding

DESCRIPTION

Special Education Teachers teach elementary and secondary school subjects to educationally and physically handicapped students. This includes teachers who specialize and work with audibly and visually handicapped students and those who teach basic academic and life processes skills to the mentally retarded.

WAGES & BENEFITS

WAGES	RANGE	MEDIAN
Union		
New Hires, No Experience	\$18.36-\$24.75	\$21.43
New Hires, Experienced	\$17.86-\$25.86	\$21.43
3 + Yrs Experience with Firm	\$19.05-\$26.99	\$21.43
Non-Union		
New Hires, No Experience	\$12.50-\$32.59	\$22.54
New Hires, Experienced	\$13.24-\$32.59	\$22.91
3 + Yrs Experience with Firm	\$14.06-\$34.58	\$24.32
WEIGHTED BY EMPLOYEES		
Union		
New Hires, No Experience	\$18.36-\$24.75	\$21.44
New Hires, Experienced	\$17.86-\$25.86	\$24.75
3 + Yrs Experience with Firm	\$19.05-\$26.99	\$25.64
Non-Union		
New Hires, No Experience	\$12.50-\$32.59	\$12.50
New Hires, Experienced	\$13.24-\$32.59	\$13.24
3 + Yrs Experience with Firm	\$14.06-\$34.58	\$14.06

Most employers (77%) pay wages that are subject to collective bargaining and union agreements. Many employers supplement wages with bonuses ranging from \$.40 to \$1.48 per hour. Almost all employees (96%) are full-time and work an average of 40 hours per week.

BENEFITS

Ratio of firms responding

Vacation	2/8
Medical Insurance	8/8
Sick Leave	8/8
Retirement Plan	8/8
Dental Insurance	8/8
Vision Insurance	8/8
Life Insurance	8/8

Many employers who hire full time employees pay the full cost of benefits for their employees. Most employers who hire part time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 540-Large

Growth Rate (per yr): 5%-Much faster than average

Job Growth: 140

Separations: 50

Male 26% Female 74%

SUPPLY & DEMAND

Employers report it very difficult finding experienced and inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation either grew or remained stable during the last year. Many employers predict that employment in this occupation will either grow or remain stable over the next 2 years. Almost all employers who hired in the last 12 months hired to fill vacancies resulting from the creation of new positions and persons in permanent positions leaving the firm.

Recruitment Methods

Most employers recruited applicants to fill vacant positions via newspaper ads. Many employers used the Internet and/or colleges and universities to recruit applicants to this occupation. Some employers hired walk-in applicants and used school program referrals to fill vacant positions in this occupation. Almost all employers screen applicants for this occupation through police background checks. Many employers screen applicants through DMV checks and some employers conduct drug testing, medical physicals and reading & math assessment testing to screen applicants to this occupation.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Elementary and Secondary Schools	99%	8211

EMPLOYER REQUIREMENTS

Education & Training

All employers reported that they require new hires in this occupation to have completed a Bachelor's Degree. Most employers reported that recent new hires in this occupation show excellent cooperation, grooming, honesty and excellent work. Applicants that were not hired were deficient in speaking clearly.

Experience

Many employers do not require experience, but some employers indicated that they prefer applicants to have acquired 22 months of experience prior to hiring in this occupation. Most employers who prefer experienced applicants would accept 22 months of training in special education as a substitute for experience in this occupation.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Record keeping skills
- Classroom management skills
- Ability to plan curriculum
- Possess a credential specifically to teach special education
- Ability to assess self and social skills

Personal:

- Clean police record
- Organization and time management
- Active listening skills
- Ability to work under pressure
- Ability to work as part of a team

Other:

- Word processing, spreadsheet and database skills
- Knowledge of geometry, algebra or advanced statistics
- Must be able to write essays and reports.
- Ability to write technical documents, articles, or speeches

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Instructional Aides to Teachers Special Education to School Administrator. Some employers reported that they promote into this occupation from lower level positions such as instructional aides. Many employers indicated that they promote from this occupation to higher-level positions such as school administrator, director of special education and school principal.

DOT Code: TITLE

094.107-010 Work-Study Coordinator, Special Education
 094.224-010 Teacher, Hearing Impaired
 094.224-014 Teacher, Physically Impaired
 094.224-018 Teacher, Visually Impaired
 094.227-010 Teacher, Emotionally Impaired

Assessment Codes

California Occupational Guide #110
 Specific Vocational Preparation: 7 (2 to 4 years)

R M L G V N S P Q K F M E C
 GED: 5 4 5 APTITUDES 2 2 3 4 4 2 4 4 5 5
 GOE Code: 10.02.03
 SOC Code: 25-2042
 CIP Code: 13.1001
 O*NET SOC Code: TITLE
 25-2042.00 Special Education Teachers

WAITERS & WAITRESSES

OES Code 650080 D

15 Firms Responding

DESCRIPTION

Waiters and Waitresses serve food and/or beverages to patrons at tables. They usually take orders from patrons and make out the check. Their duties may include setting tables with linen and silverware and taking payment from patrons. They may serve customers at counters as well as at tables. This does not include workers who only work at counters.

WAGES & BENEFITS

WAGES

	RANGE	MEDIAN
New Hires, No Experience	\$5.75-\$6.00	\$5.75
New Hires, Experienced	\$5.75-\$6.25	\$5.75
3 + Yrs Experience with Firm	\$5.75-\$6.75	\$6.00

WEIGHTED BY EMPLOYEES

New Hires, No Experience	\$5.75-\$6.00	\$5.75
New Hires, Experienced	\$5.75-\$6.25	\$5.75
3 + Yrs Experience with Firm	\$5.75-\$6.75	\$6.25

Almost all employers report that employees earn \$5.75 to \$20.00 per hour in tips. Most employees (67%) work part-time averaging 25 hours per week. Some employees (32%) work full time and average 38 hours per week. Most employers indicated that swing shift is available and few employers reported that the graveyard shift is available for this occupation.

BENEFITS

	Ratio of firms responding	
	Full-Time	Part-Time
Vacation	5/10	1/13
Medical Insurance	6/10	2/13
Sick Leave	4/10	1/13
Retirement Plan	5/10	1/13
Dental Insurance	5/10	2/13
Vision Insurance	4/10	1/13
Life Insurance	4/10	1/13

Some employers who hire full-time pay the full cost of benefits for their employees and a few share the cost of benefits with their employees. A few employees who hire part-time share the cost of benefits with their employees.

EMPLOYMENT TRENDS

Occupational Forecast 1995-2002

Size, 2002: 2,530-Very Large

Growth Rate (per yr): 4.6%-Much faster than average

Job Growth: 620

Separation: 770

Males 31% Female 69%

SUPPLY & DEMAND

Employers report it very difficult finding experienced applicants and moderately difficult finding inexperienced applicants who meet their hiring criteria. Most employers indicated that employment in this occupation remained stable during the last year and many expect employment to either grow or remain stable over the next 2 years. Almost all employers hired in the last year and most hired to fill vacancies resulting from individuals in permanent positions leaving the firm.

Recruitment Methods

Almost all employers recruited applicants for this occupation via walk-in applicants. Most employers used employee referrals and newspaper ads to recruit applicants to this occupation. A few employers conduct police background checks and reading and math aptitude assessments to screen applicants to this occupation.

WHERE THE JOBS ARE

Major Employer	Percent	SIC
Eating Places	88%	5812

EMPLOYER REQUIREMENTS

Education & Training

Most employers indicated that they will hire applicants with less than high school, but most employers reported that high school is the actual level of education completed by their most recent new hires. Employers indicated that most recent new hires in this occupation are excellent at grooming and accepting close supervision. Applicants that were not hired demonstrated poor grooming and attendance.

Experience

Some employers reported that they require an average of 13 months of experience in this occupation prior to hiring. Many others prefer experience but do not require it. Many employers who seek experienced applicants will accept 3 to 12 months of experience in hostess, cashier and customer service occupations as a substitute for experience in this occupation. Some employers indicated that they would accept an average of 3 months of training as a substitute for experience.

SKILLS, LICENSES & OTHER REQUIREMENTS

Technical:

- Good memory skills
- Cash handling skills
- Ability to complete credit card transactions
- Ability to operate a cash register (standardized and/or computerized)
- Ability to follow check cashing procedures

Physical:

- Ability to stand for 2 or more hours continuously
- Ability to lift at least 10 pounds repeatedly

Personal:

- Ability to write legibly
- Ability to work as part of a team
- Must show attention to detail
- Ability to interact well with others
- Ability to follow oral instructions
- Good grooming skills

Other:

- Must be able to learn computerized cash register and Point of Sales system.
- Must be able to compute interests and discounts.
- Must be able to write simple sentences.

OTHER INFORMATION

PROMOTIONAL OPPORTUNITIES

Bus Person to Host/Hostess to Waiter/Waitress to Supervisor to Manager (Restaurant). Many employers indicated that they promote into this occupation from lower level positions, such as bus person or host/hostesses. Most employers promote from this occupation to higher-level positions such as supervisor or restaurant manager.

DOT Code: TITLE

350.677-030 Waiter/Waitress

311.477-026 Waiter/Waitress Formal

311.477-030 Waiter/Waitress Informal

Assessment Codes

California Occupational Guide #42

Specific Vocational Preparation = 3 (30 days to 3 months)

R M L G V N S P Q K F M E C

GED: 3 2 2 APTITUDES: 3 3 4 4 4 4 4 4 3 4 5

GOE Code: 09.04.01

SOC: 5213

CIP: 12.0507

O*NET SOC Code: TITLE

35-3031.00 Waiters and Waitresses

WORKNET LOCATIONS

888.512.WORK (9675)

WWW.SJCWORKNET.ORG

CHDC WorkNet Center

2607 - A Wigwam Drive

Stockton, CA 95205

(209) 953-7350



Conway Homes WorkNet Center

2633 Arizona Avenue

Stockton, CA 95206

(209) 946-1215



Goodwill Industries WorkNet Center

129 S. Grant Street

Stockton, CA 95202

(209) 466-2311



Lodi WorkNet Center

631 E. Oak Street

Lodi, CA 95240

(209) 333-5319



Manteca WorkNet Center

1783 W. Yosemite Avenue

Manteca, CA 95336

(209) 825-1300



San Joaquin Delta College

Satellite Center

5405 N. Pershing Avenue

Stockton, CA 95207

(209) 870-7000



Stockton Worknet Center

850 N Hunter Street

Stockton, CA 95202

(209) 468-3500



Tracy WorkNet Center

213 W. 11th Street

Tracy, CA 95376

(209) 833-1018



Stockton Center

135 W. Fremont Street

Stockton, CA 95202

(209) 948-7856



Fremont Family Center

939 D Street

Stockton, CA 95202

(209) 953-7391



San Joaquin County Occupational Outlook
2002-2003

TRAINING OPPORTUNITIES FOR
OCCUPATIONS STUDIED
IN 2002

CASHIERS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

BANKING /FINANCIAL CAREERS ROP

Training Location: Lindbergh Educational (MAS)

311 E. North St. Manteca, 95336

Average time to complete program: 1 Year

Approximate tuition cost: Free

Other fees: Free

Program requirements: "C" average or better

Prerequisites: None

Open entry/Open exit: Yes

What is received upon completion: Development skills, knowledge and experience. This class is articulated with San Joaquin Delta College for college credits.

Target students: Grades 11-12, Adults

Students in this course are trained in the following financial areas: new accounts clerk, statement clerk, proof department, bookkeeping, teller/cashier, loans, as well as instruction in consumer and business economics.

LODI CAREER CENTER

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

BANKING OCCUPATIONS

Training Location: THS- Tokay High School,

1111 Century Blvd Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester is due upon enrollment textbook and/or lab fees may be required.

Program requirements: None

Prerequisites: A grade of "C" or better on entrance exam

Open entry/Open exit: Yes

What is received upon completion: Certificate

Target Students: Adult residents of Lodi Unified School District.

Prepare for entry-level employment in banks and financial institutions. Skills taught include teller/cashier, verifying and cashing checks, balancing bank statements, loss prevention and customer service. Students learn 10-key (by touch) and data entry skills on the computer. Qualified students may train in local banks and finance institutions during a portion of class time.

ADULT SCHOOL PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

BASIC ACCOUNTING –VOCATIONAL

Training Location: Lindbergh Educational (MAS)

311 E. North St. Manteca, 95336

MHS- Manteca High School,

450 E. Yosemite Avenue Manteca, CA 95336

Average time to complete program: 10 Weeks

Approximate tuition cost: \$15.00

Other fees: Textbook Fees

Program requirements: "C" average or better

Prerequisites: None

Open entry/Open exit: No

What is received upon completion: Development skills, knowledge and experience. This class may be taken for 3 units offered by San Joaquin Delta College .

Target Students: Adult residents of Manteca Unified School District

This course will provide individualized instruction in basic accounting principals and procedures relating to both service and merchandising businesses, organized as a proprietorship, partnership, or corporation. Cash control, financial statements, adjusting and closing entries, payroll depreciation, and inventory control are included.

COMPUTER SUPPORT SPECIALISTS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

CHARLES WEBER INSTITUTE

302 W. WEBER AVENUE

STOCKTON, CA 95203 (209) 953-4602

NETWORK TECHNICIAN / CERTIFICATE

Training Location: Charles Weber Institute

302 W Weber Ave Stockton, CA 95203

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: none

Program requirements: "C" average or better

Prerequisites: none

Open entry/Open exit: yes

What is received upon completion: Certificate

Target students: Grades II-12, Adults

The Technology Careers Academy will offer courses to prepare students for entry level careers as a Network Technician.

LINCOLN HIGH SCHOOL

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207 (209) 953-8916

COMPUTER MAINTENANCE AND REPAIR

Training location: Lincoln High School,

6844 Alexandria Place, Stockton, CA 95207

Average time to complete this program: 9 Months

(Students may take second year as a capstone course).

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better,
70% attendance

Prerequisites: 16 years or older

Open entry/open exit: No

What is received upon completion: High School Credits

Target students: Students interested in computers.

Learn computer components and their function. Trouble shoot PC to the component level covers DOS, Windows9x, Windows NT, and Windows 2000. Training to become a Information Technology Technician.

COMPUTER NETWORKING

Training location: Lincoln High School,

6844 Alexandria Place, Stockton, CA 95207

Average time to complete program: 9 months

(Students may take second year as a capstone course).

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better, 70% attendance

Prerequisites: 16 years or older, Competent in Computers

Open entry/open exit: No

What is received upon completion: High School Credits

Target students: Students interested in computer networks.

Learn computer networking Components, trouble shoot network issues covers DOS, Windows9X, NT and 2000. Network Technician.

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

COMPUTER REPAIRS

Training Location: EUHS East Union High School,

1700 N. Union Rd. Manteca, CA 95336

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/Open exit: Yes

What is received upon completion: Development skills,
knowledge and experience.

Target students: Grades II-12, Adults

This course will provide students with the skills required to perform troubleshooting and diagnose and repair computer problems in both hardware and operating system operations. Students will learn the fundamentals of how PC's operate in the DOS and Windows environment and how computer components and peripheral devices inter-relate and function. The curriculum will be tailored to prepare students to obtain the A+ Certification from the Computer Technology Industry Association (CompTIA).

LODI CAREER CENTER

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

COMPUTER REPAIR SERVICE AND

TECHNICIAN/ CERTIFICATE

Training Location: LCC-Lodi Career Center,

421 S. Pleasant Ave Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester is due upon enrollment textbook and/or lab fees may be required

Program requirements: None

Prerequisites: Knowledge of the keyboard

Open entry/Open exit: Yes

What is received upon completion: Certificate

Target Students: Adult residents of Lodi Unified School District

After completing Computer Repair I, students will be able to build, repair, upgrade and install computers (MACS). Students are being trained for Computer Technician.

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

COMPUTER REPAIR & NETWORK TECHNICIANS

Training Location: Tracy High School,

315 E. 11TH Street Tracy, CA 95376

Average time to complete program: 18 months

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: A+ Certificate of completion

Target Students: Grades 11-12, Adults

This program results in A+ certification through training in all aspects of computer repair. Students study electronics, computer and network systems.

ADULT SCHOOL COURSES

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

COMPUTER OPERATOR- INTRODUCTION

Training Location: Tracy Adult School

315 E. 11TH Street Tracy, CA 95376

Average time to complete program: 6 Weeks

Approximate tuition cost: \$25.00 per course

Other fees: \$20.00 Lab fee

Program Requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate of completion

Target Students: Adults

Tracy adult school offers seven (7) courses introducing you to the operation of computers. This six (6) week course covers the following topics: Introduction to Windows 98®, NT or 2000, Microsoft Office® - PowerPoint, Beginning Excel®, Beginning Word®, Microsoft Office Integration, Intermediate Excel® and Intermediate Word®. Computer operator introduction beginning guide to "Surfing the Internet". Software applications CCCS coding style sheets & java script applets. HTML webpage design.

PRIVATE TRAINING PROGRAMS

ADVANTAGE LEARNING CENTER

1350 W. ROBINHOOD AVE. STE #5

STOCKTON, CA 95207 (209) 477-9831

COMPUTER SERVICE AND REPAIR /CERTIFICATE

Training location: Advantage Learning Center,

1350 W. Robinhood Ave. Ste #5 Stockton, CA 95207

Average time to complete program: 480 hours

Approximate tuition cost: \$4975

Other fees: Expenses \$1525

Program requirements: None

Prerequisites: Standardized test; form t-71 the wonderlic scholastic level exam. score 17 or better

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level computer repairer

COMPUTER SUPPORT SPECIALIST S (CON'T)

Program Description: Fundamentals of Computer Assembly, Dos, Configuration, Software Installation.

HEALD COLLEGE

1605 E MARCH LANE

STOCKTON, CA 95210 (209) 473-5200

COMPUTER TECHNOLOGY - CERTIFICATE

Training location: Heald College

1605 E March Lane Stockton CA 95210

Average time to complete program: 1020 hours

Approximate tuition cost: \$9530

Other fees: Expenses \$1700

Program requirements: None

Prerequisites: Interview w/admissions counselor, application, pass admissions exam

Open entry/open exit: No

What is received upon completion of the program: Certificate

Target students: Adults

Program Description: Develop knowledge and skills as technicians in computer and networks.

COMPUTER TECHNOLOGY - ASSOCIATES DEGREE

Training location: Heald College

1605 E March Lane Stockton CA 95210

Average time to complete program: 1530 hours

Approximate tuition cost: \$14270

Other fees: Expenses \$2550

Program requirements: None

Prerequisites: Interview w/admissions counselor, application, pass admissions exam

Open entry/open exit: No

What is received upon completion of the program: Associates Degree

Target students: Adults

Program Description: Develop knowledge and skills as technician in computer and networks.

NETWORKING TECHNOLOGY / CERTIFICATE

Training location: Heald College

1605 E March Lane Stockton ca 95210

Average time to complete program: 288 hours

Approximate tuition cost: \$7160

Other fees: Expenses \$1275

Program requirements: None

Prerequisites: Interview w/admissions counselor, application, pass admissions exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Program Description: Students learn to plan, maintain, and implement a windows ntserver.

NATIONAL TRAINING INSTITUTE

1035 W. ROBINHOOD DR #102

STOCKTON, CA 95207 (209) 472-0900

COMPUTER SERVICE TECHNOLOGY/ CERTIFICATE

Training location: National Training Institute

1035 W. Robinhood Dr #102 Stockton, CA 95207

Average time to complete program: 480 hours

Approximate tuition cost: \$6250

Other fees: Expenses \$250

Program requirements: None

Prerequisites: Minimum age 16, HS diploma/GED or NTI entrance test

Open entry/open exit: No

What is received upon completion of the program: Certificate

Target students: Entry level workers

Program Description: Computer Technicians inspect, maintain and repair computers. They may specialize in hardware repair or software utilization. Students enrolled in this program are instructed in the mechanics of the computer and are taught the basics of networking as well as how to troubleshoot computer equipment and operating systems.

NETPRO COMPUTER TRAINING

2714 COUNTRY CLUB BLVD STE. E

STOCKTON, CA 95204 (209) 466-1841

A-PLUS CERTIFICATION PROGRAM

Training location: Netpro Computer Training Program

2714 Country Club Blvd Ste E Stockton CA 95204

Average time to complete program: 60 hours

Approximate tuition cost: \$1475

Other fees: Expenses \$1000

Program requirements: None

Prerequisites: Entrance exam or completion of A-plus and Net-plus cert. courses.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level, upgrade

Program Description: Students will prepare for certification testing by learning the basics of software and hardware.

M.C.S.E CERTIFICATION PROGRAM

Training location: Netpro Computer Training Program
2714 Country Club Blvd Ste E Stockton CA 95204

Average time to complete program: 242 hours

Approximate tuition cost: \$6275

Other fees: Expenses \$700

Program requirements: None

Prerequisites: Entrance exam or completion of A-plus and Net-plus cert. courses.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level, upgrade

Program Description: Students will prepare for certification testing by learning the basics of Windows 2000 networking and administration.

NET-PLUS CERTIFICATION PROGRAM

Training location: Netpro Computer Training Program
2714 Country Club Blvd Ste E Stockton CA 95204

Average time to complete program: 30 hours

Approximate tuition cost: \$675

Other fees: Expenses \$175

Program requirements: None

Prerequisites: Entrance exam or completion of A-plus and Net-plus cert. courses.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level, upgrade

Program Description: Students will prepare for certification testing by learning the basics of networking and network operating systems.

NEW HORIZONS COMPUTER LEARNING CENTER

17036 S HARLAN RD

LATHROP, CA 95330 (209) 951-8500

INTERNET PROFESSIONAL PROGRAM/CERTIFICATE

Training location: New Horizons Learning Center

17036 S. Harlan Road Lathrop, CA 95330

Average time to complete program: 35 hours

Approximate tuition cost: \$1750

Other fees: Expenses \$143

Program requirements: None

Prerequisites: Beginning, intermediate, and advance windows 95

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Program Description: Technical computer training for internet.

MICROSOFT CERT SYSTEM ENGINEER 2000

Training location: New Horizons Learning Center,

17036 S. Harlan Road Lathrop, CA 95330

Average time to complete program: 210 hours

Approximate tuition cost: \$7950

Other fees: Expenses \$1078

Program requirements: None

Prerequisites: One year of experience implementing and administering a network operating system

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Program Description: Technical computer training.

NOVELL CNE 5

Training location: New Horizons Learning Center

17036 S. Harlan Road Lathrop, CA 95330

Average time to complete program: 175 hours

Approximate tuition cost: \$6250

Other fees: Expenses \$2173

Program requirements: None

Prerequisites: Beginning, intermediate, and advance Windows and DOS.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Program Description: Technical computer training.

COMPUTER SUPPORT SPECIALISTS (CON'T)

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

COMPUTER OPERATIONS

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 years (28-31.5 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/Re-entry Students

Students who successfully complete this program are trained to operate a computer system, monitor programs during execution, and handle tapes and disks and recording data. The curriculum prepares the student for entry-level positions such as a network coordinator, computer systems service technician, and computer operator.

COMPUTER PROGRAMMING

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 years (43.5 - 49.5 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/Re-entry Students

This program provides students with broad theoretical and practical training in planning, programming, and analysis of data processing problems. It prepares the student for entry-level positions such as computer operator, computer programmer, or a computer repair person.

Associates Degree Programs

COMPUTER AND INFORMATION SCIENCES

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 Units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees, lab fees

Program requirements: "C" average or better, 85% attendance

Prerequisites: GED/H.S. Diploma or 18 years or older

Open entry/Open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients/Re-Entry Students

Students majoring in this field can choose from courses in the following areas of computer science: programming (FORTRAN, BASIC etc.) software applications (Excel, Access etc.) operating systems (MS-DOS, Macintosh, Unix) databases and internet.

COMPUTER SCIENCE -ASSOCIATES DEGREE

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 Units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: Varies by course

Open entry/Open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients

This course is an introduction to information systems for the business student. Topics include the value and use of information systems technology for business operations, managerial decision making, and strategic advantage. Information system planning, systems analysis and design using applications software, decision support systems, and expert systems are included. Projects focus on the design, development, and use of information systems models to improve managerial decision making.

ELECTRICIANS

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

ELECTRICAL TECHNICIAN (BASIC HOME ELECTRICITY)

Training Location: Tracy Adult School

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 4 Weeks

Approximate tuition cost: \$20.00

Other fees: Materials Book fees vary

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target Students: Adults

Learn how to safely trouble shoot and repair minor home electrical problems, install switches, plugs, new circuits, etc.

APPRENTICESHIP PROGRAMS

SJC & CALAVERAS ELECTRICAL J.A.T.C

1531 EL PINAL DRIVE

STOCKTON, CA 95205 (209) 462-0751

EMAIL: MCCSTKN@AOL.COM

ELECTRICIANS- APPRENTICESHIP

Training Location: SJC & Calaveras Electrical

1531 El Pinal Drive, Stockton CA 95205

Average time to complete program: 60 months

Approximate tuition cost: None

Other fees: \$500.00 Materials fees

Program requirements: Attend all classes and complete all assignments

Prerequisites: Agility & coordination, Successful completion of Algebra, HS Diploma

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: High School Graduates

This five year apprenticeship program consists of 1,040 classroom hours and at least 8,000 on the job hours. Much attention is paid to the layout, assembly, and installation of electrical fixtures and equipment in residential, commercial buildings and industrial. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.EDU

Certificate Programs

AUTO ELECTRIC TECHNOLOGY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 Year (43 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/Re-entry Students

This program will prepare students in engine performance and driveability repair, auto electric/electronics systems repair, air conditioning heating and cooling

ELECTRICAL TECHNOLOGY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 1/2 years (42-44 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

ELECTRICIANS (CON'T)

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/
Re-entry Students

This program is designed to teach students the basic electrical theories and other major portions of the electrical field such as residential/commercial/industrial wiring, conduit bending basics, National Electrical Code, electrical motor repair and theory, single and three-phase transformer applications, hazardous locations wiring theory, and motor control applications and theory.

ELECTRONICS TECHNOLOGY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (32 units)

Approximate tuition cost: resident \$11.00 per unit, non
resident \$143.00 per unit for tuition and \$11.00 per unit

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older,
complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/
Re-entry Students

This program is designed to teach students how to operate electronic test equipment, diagnose malfunctions of electronic circuits, isolate and replace defective components, disassemble and reassemble complex electronic chassis.

Associates Degree Programs

ELECTRON MICROSCOPY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 Units)

Approximate tuition cost: Resident \$11.00 per unit, non
resident \$143.00 per unit for tuition and \$11.00 per unit.

Other Fees: Text fees, lab fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older

Open entry/open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients

The Electron Microscopy program includes several types of

electron microscopy including Scanning Electron Microscopy (SEM), Transmission Electron Microscopy (TEM) and Focuses Ion Beam (FIB). Other topics include theory and principals of electron microscopy.

ELECTRONICS & ELECTRIC TECHNOLOGY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 Units)

Approximate tuition cost: resident \$11.00 per unit, non
resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees, lab fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older

Open entry/open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients

Courses offered through the Electronics and Electric Technology program include those found in the Electrical Technology, Electron Microscopy and Electronic Technology department.

GENERAL MANAGERS & TOP EXECUTIVES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL – MAIN OFFICE

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

FARM MANAGEMENT SKILLS ROP

Training Location: Manteca Unified School District Farm

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: \$10.00 lab fee

Program requirements: “C” average or better

Prerequisites: Basic Ag Mechanics, Power Mechanics or Instructor's Permission

Open entry/open exit: Yes

What is received upon completion: Development of Skills, Knowledge and Experience.

Target students: Grades 11-12, Adults

This course offers students “hands-on” experience in the everyday functioning of a farm. Subjects taught will include tractor driving, basic veterinarian skills, pruning, equipment repair, and other plant, animal, and shop skills. All students are required to keep records. Training to become Future Farmers of America (F.F.A.) members.

LINDEN HIGH SCHOOL

18527 E. FRONT ST.

LINDEN, CA 95236 (209) 887-3073

EMAIL: SCAMPIGLI@SJCOE.NET

FARM/AGRICULTURE MANAGEMENT SKILLS

Training Location: Linden High School,

18527 E. Front St. Linden, CA 95336

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: Lab Fees

Program requirements: None

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Development skills, knowledge and experience –Certificate

Target students: Grades 11-12, Adults

This program is designed for students interested in the field of farm management and agriculture as an occupation. Course allows the agriculture student to work in a variety of areas of crop and livestock management, agriculture computer application, agriculture mechanics, and the financial areas of agriculture.

ADULT SCHOOL PROGRAMS

LODI CAREER CENTER – MAIN OFFICE

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

MEDICAL-DENTAL OFFICE MANAGEMENT

Training Location: LCC-Lodi Career Center,
421 S. Pleasant Ave Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester is due upon enrollment

Additional textbook and/or lab fees may be required

Program requirements: None

Prerequisites: 30 w.p.m. Typing ability.

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District

Prepare to work in medical and dental offices, out-patient clinics, emergency and other health care facilities. Skills include filing, telephone, bookkeeping and technical terminology. Word processing skills and medical/dental software programs are taught on IBM compatible computers. Advanced students can learn transcribing and train in medical or dental facilities. Receptionist and general clerical training options are available.

PRIVATE TRAINING PROGRAMS

MTI BUSINESS COLLEGE

6006 N EL DORADO STREET

STOCKTON, CA 95202 (209) 957-3030

EXECUTIVE SECRETARY

Training location: MTI Business College

6006 N. El Dorado Street Stockton Ca 95202

Average time to complete program: 1455 hours

Approximate tuition cost: \$5721

Other fees: expenses \$1328

Program requirements: None

GENERAL MANAGERS AND TOP EXECUTIVES (CON'T)

Prerequisites: HS Diploma/GED or pass ability to benefit test, basic english communications, committed to employment

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Employable in todays jobs

Program Description: Administrative office skills emphasizing advanced office procedures with word processing, spreadsheets, bookkeeping manually with an introduction to computerized bookkeeping

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/

Re-entry Students

This program prepares students for entry-level employment as an office manager. The office manager is usually responsible for and coordinates many office activities. Most office managers cooperate with other department heads. Promotion to a position such as office manager is usually dependent on educational background and demonstrated skills.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE — MAIN OFFICE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

CONSTRUCTION MANAGEMENT TECHNOLOGY

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete this program: 1 year (36 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/
Re-entry Students

This program is designed to teach students to read plans and basic skills in estimating, code analysis, employee relations, and construction-related business skills

OFFICE MANAGEMENT

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (36.5 – 38.5 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

SUPERVISION AND MANAGEMENT

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (21-24 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/
Re-entry Students

This program prepares students to work as managers or supervisors in a variety of fields by teaching them concepts and skills such as business communications and law, techniques of supervision management, accounting, and the use of micro-computers enabling them to work as successful managers.

Associates Degree Programs

OFFICE MANAGEMENT –ASSOCIATES DEGREE

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 – 64.5 Units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

GENERAL OFFICE CLERKS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

ESCALON HIGH SCHOOL

1528 E. YOSEMITE

ESCALON, CA 95320 (209) 838-7073

EMAIL: KFRANK@SJCOE.NET

OFFICE PROCEDURES R.O.P

Training Location: Escalon High School,

1528 E. Yosemite Escalon, CA 95320

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: Material Fees (Adults)

Program requirements: "C" average or better

Prerequisites: "C" or better in Computer Level I or instructor's permission

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

The following is covered in this course: Electronic calculator, principles of filing, office style word processing, resumes, letters of application, interviews, phone skills, handling mail, handling appointments, administrative skills and other current office skills.

LINCOLN HIGH SCHOOL

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207(209) 953-8916

OFFICE TRAINING, COMPUTERIZED

Training location: Lincoln High School,

6844 Alexandria Place, Stockton, CA 95207

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: "C" or better in Typing

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

After successful completion, students may qualify to work as General Office Clerks. Students develop keyboarding, word processing, and data base management skills using IBM

computers. Most students are placed in part time jobs or have a minimum of 30 hours "on-the-job" training in local offices.

LODI CAREER CENTER

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

COMPUTER OFFICE TRAINING

Training Location: LCC-Lodi Career Center,

421 S Pleasant Ave Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other Fees: \$25.00 registration fee for each semester is due upon enrollment textbook and/or lab fees may be required.

Program requirements: None

Prerequisites: Knowledge of the keyboard

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District

Prepare to be employed as a word processing secretary, clerk typist, office clerk, and receptionist or accounts clerk. Through individualized learning packets, learn office skills including 10-key calculator, light bookkeeping, computer data entry, word processing and spreadsheets on WordPerfect, Microsoft Office or Lotus 10203 programs. Computers used are Macintosh and IBM compatibles. Basic skills are reviewed. Evening class will focus on specific computer programs. Students are being trained for Word Processing Secretary, Clerk Typist, Office Clerk, and Receptionist or Accounts Clerk.

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

APPLIED OFFICE SKILLS - ROP

Training Location: Tracy High School,

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: None

GENERAL OFFICE CLERKS (CON'T)

Program requirements: "C" average or better
Prerequisites: Successful completion of Typing I
Open entry/open exit: No
What is received upon completion: Certificate
Target students: Grades II-12, Adults

Office Skills is a course designed to prepare students for office-related vocations. Students learn techniques in office administration including office procedures, human relations, electronic keyboarding, machine calculation, filing and records management.

ADULT SCHOOL PROGRAMS

LODI ADULT SCHOOL

542 EAST PINE STREET

LODI, CA 95242 (209) 331-7605

BEGINNING OFFICE SKILLS - VOCATIONAL

Training Location: Lodi Adult School,
542 East Pine Street Lodi, CA 95242
Average time to complete program: 10 weeks

Approximate tuition cost: \$10.00

Other fees: None

Program requirements: None

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District 18 years and older

This program is an introduction to the world of work and the variety of skills required for entry level clerical jobs. The student will be introduced to computers, filing, telephone techniques, business English, and career analysis.

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

GENERAL OFFICE PRACTICE - VOCATIONAL

Training Location: Lindbergh Educational (MAS)

311 E. North St. Manteca, 95336

Average time to complete program: 10 weeks

Approximate tuition cost: \$25.00

Other fees: Required text

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Development skills, knowledge and experience. A typing certificate will be issued upon completion of required wpm through timed writings

Target students: Adult residents of Manteca Unified School District

This course is designed to provide entry-level and intermediate skills in keyboarding, with an introduction to latest word-processing software. Students will also learn typing, ten-key calculators, proof reading, filing and handling of phones. The course will also cover resume writing, thank you and cover letters, including inter-secreterial simulated office packets and medical packets, business English and spelling.

STOCKTON ADULT SCHOOL

1525 PACIFIC AVENUE

STOCKTON, CA 95204 (209) 953-4254

URL: WWW.STOCKTON.K12.CA.US

GENERAL OFFICE CLERK/WORD PROCESSING

Training Location: Stockton Adult School,
1525 Pacific Ave Stockton, CA 95204

Average time to complete program: Self paced

Approximate tuition cost: None

Other fees: Textbook Fees (\$53.00) optional

Program requirements: "C" average or better

Prerequisites: Basic English, PC skills

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adults

Students are introduced to basic office word processing. No computer programming is covered.

PRIVATE TRAINING PROGRAMS

ADVANTAGE LEARNING CENTER

1350 W. ROBINHOOD AVE. STE #5

STOCKTON, CA 95207(209) 477-9831

GENERAL OFFICE/ CUSTOMER BILLING

Training location: Advantage Learning Center

1350 W. Robinhood Ave. Ste #5 Stockton, CA 95207

Average time to complete program: 480 hours

Approximate tuition cost: \$4635

Other fees: expenses \$225

Program requirements: None

Prerequisites: Standardized test; Form t-71 the wonderlic scholastic level exam. score 17 or better

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level, clerical

Program Description: The General Office/Customer Billing Program is intended to teach the fundamentals of office computer use, typing, word processing, spreadsheets, 10-key calculation, databases, presentation software use, filing, indexing, and customer billing.

HUMPHREYS COLLEGE

6650 INGLEWOOD AVE

STOCKTON, CA 95207 (209) 478-0800

OFFICE CLERK

Training location: Humphreys College

6650 Inglewood Ave Stockton, ca 95207

Average time to complete program: 900 hours

Approximate tuition cost: \$7175

Other fees: Expenses \$1125

Program requirements: None

Prerequisites: HS diploma/GED or completion of either before the end of the program

Open entry/open exit: No

What is received upon completion: Certificate

Target students: hs grads, re-entry, upgrade

Program Description: provides basic computer and general office skills.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients/Re-Entry Students

This program prepares the student to work as a general office clerk. General Office Clerks are responsible for copying and compiling records and reports, posting data in reports, and preparing mail. Skills in office procedures, accounting principles, and job seeking are included in the curriculum.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

GENERAL OFFICE

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (30.5 – 32.5 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

HUMAN SERVICE WORKERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

ELIGIBILITY WORKER

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (26-30 units)

Approximate tuition cost: Resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: GED/H.S. Diploma or 18 years or older & Pass entrance exam

The program provides the skills necessary to become an eligibility worker or interview clerk. The program includes courses on the topics of sociology, communication and counseling.

HUMAN SERVICES WORKER

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 ½ years (26-28 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients

This program is designed to train people for work as paraprofessional counselors or non-licensed practitioners performing duties as counselor aides in a variety of community social service agencies. Concentrations are available in the areas of Family Abuse, Gerontology and Substance Abuse.

Associates Degree Program

HUMANITIES

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 Units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees, parking fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older

Open entry/open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients

Students in this concentration take a combination of courses from the disciplines of humanities, civilization, religion and philosophy.

INDUSTRIAL TRUCK & TRACTOR OPERATORS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

ESCALON HIGH SCHOOL

1528 E. YOSEMITE

ESCALON, CA 95320 (209) 838-7073

EMAIL: KFRANK@SJCOE.NET

TRACTOR AND MACHINERY MAINTENANCE

Training Location: Escalon High School,

1528 E. Yosemite Escalon, CA 95320

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: Material Fees (Adults)

Program requirements: "C" average or better

Prerequisites: 1 year Ag. Shop classes/shop skills or instructor's permission

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

In this course, students will learn: Principals of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units, small engine repair, equipment repair and construction of farm equipment

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

INDUSTRIAL TRUCK OPERATOR/FORKLIFT

Training Location: Tracy Adult School

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 9 Weeks

Approximate tuition cost: \$50.00

Other fees: Textbook Fees

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Safety rules and regulations are stressed. Enrollees will be given the opportunity to become proficient in driving forklifts.

PRIVATE TRAINING PROGRAMS

WESTERN PACIFIC TRUCK SCHOOL

4609 QUAIL LAKES DR STE 2

STOCKTON, CA 95207 (209) 472-1500

ADVANCED TRACTOR TRAILER OPERATOR

Training location: Western Pacific Truck School

4609 Quail Lakes Dr Ste 2 Stockton CA 95207

Average time to complete program: 180 hours

Approximate tuition cost: \$3945

Other fees: Expenses \$335

Program requirements: None

Prerequisites: Pass admissions test, pass dot physical and drug screen, acceptable driving record, HS/GED diploma

Open entry/open exit: No

What is received upon completion: License

Target students: All

Program Description: Truck driver training program for class A license.

Also:

California Truck School, Manteca (209) 823-5477

INSTRUCTIONAL AIDES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

CAREER WITH CHILDREN ROP

Training Location: Lindbergh Educational (MAS)

311 E. North St. Manteca, CA 95336

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Development skills, knowledge and experience. This class is articulated with San Joaquin Delta College for college credits.

Target students: Grades II-12, Adults

After successful completion, students may qualify to work as entry-level child care workers. Topics covered include: Child Growth and Development, Communication Skills, Discipline, Curriculum Planning, Nutrition, Health & Safety, Infant/Child Care, Family Day Care, Children's Art, Circle Time Activities, Storytelling, and Flannel Board. Students will also get "hands-on" experience in the Infant/Child Care Laboratory

LODI CAREER CENTER

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

CAREERS IN EDUCATION

Training Location: LCC- Lodi Career Center,

421 S. Pleasant Ave Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester

Program requirements: "C" average or better

Prerequisites: Negative T.B. skin test or chest x-ray completed before class begins.

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Grades II-12, Adults of Lodi Unified School District

This course prepares students to become instructional assistants first-hand. Four days per week the students will assist a teacher at a selected elementary school, and one day a week attend a classroom session to receive training in classroom techniques, child development stages, learning techniques, art methods, use of audio/visual equipment, story telling, classroom management and discipline.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

EDUCATION AIDE -CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (26-27 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/ Re-entry Students

The student demonstrates the ability to perform any combination of instructional tasks in the classroom to assist teaching staff of public or private elementary or secondary schools: Discuss assigned teaching area with classroom teacher to coordinate instructional efforts; prepare lesson outline and plan assigned area and submits outline to teacher for review; plan, prepare, and develop various teaching aids, such as bibliographies, charts, and graphs; present subject matter to students, utilizing variety of methods and techniques, such as lecture, discussion, and supervised role playing; prepare, administer, and grade examinations; assist students, individually or in groups, with lesson assignments to present or reinforce learning concepts; and confer with parents on progress of students.

JANITORS & CLEANERS, EXCEPT MAIDS & HOUSEKEEPING CLEANERS

ADULT SCHOOL PROGRAMS

STOCKTON ADULT SCHOOL

1525 PACIFIC AVENUE

STOCKTON, CA 95204 (209) 953-4254

URL: WWW.STOCKTON.K12.CA.US

CUSTODIAN - VOCATIONAL

Training Location: Stockton Adult School

1525 Pacific Ave Stockton CA 95204

Average time to complete program: 30 hours

Approximate tuition cost: None

Other fees: Material fees

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Custodial Services offers training in the field of maintenance and use of tools to work as an entry-level custodian or janitor in an institution.

PRIVATE TRAINING PROGRAMS

GOODWILL INDUSTRIES OF SAN JOAQUIN

129 SOUTH GRANT STREET

STOCKTON, CA 95202 (209) 466-2311

JANITORIAL SKILLS TRAINING

Training location: Goodwill Industries

129 South Grant Street Stockton, CA 95202

Average time to complete program: 160 hours

Approximate tuition cost: \$2900

Other fees: None

Program requirements: None

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Underemployed/unemployed

Program Description: Training in the operation of state of the art equipment, such as buffers, carpet cleaners, chemical use, equipment maintenance, safety practices/ procedures and customer service

Also:

World Relief, Stockton (209) 952-1414

LABORERS, LANDSCAPING & GROUNDSKEEPING

REGIONAL OCCUPATIONAL CENTER PROGRAMS

ESCALON HIGH SCHOOL

1528 E. YOSEMITE

ESCALON, CA 95320 (209) 838-7073

EMAIL: KFRANK@SJCOE.NET

LANDSCAPING R.O.P

Training Location: Escalon High School,

1528 E. Yosemite Escalon, CA 95320

Average time to complete program: 38 weeks

Approximate tuition cost: None

Other fees: Material Fees (Adults)

Program requirements: "C" average or better

Prerequisites: "C" or better in Computer Level I or instructor's permission

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

A course designed to introduce students to basic horticulture, nursery, landscape design, floriculture, plant biology, plant identification and gardening.

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

LANDSCAPE MANAGEMENT - R.O.P

Training Location: Tracy High School,

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Environmental Landscaping Recommended

Open entry/open exit: No

What is received upon completion: Certificate of completion

Target students: Grades 11-12, Adults

All phases of the landscape industry are learned, from landscape drafting, irrigation system, concrete work, and all other related skills so as to seek entry-level employment as a landscaper.

MACHINE FORMING OPERATORS & TENDERS- METAL AND PLASTIC

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL – MAIN OFFICE

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

AG METAL MANUFACTURING & CONSTRUCTION

Training Location: MHS- Manteca High School,

450 E. Yosemite Ave Manteca, 95336

SHS- Sierra High School,

1700 Thomas Street Manteca, CA 95336

Average time to complete program: 1 Year

Approximate tuition cost: Free

Other Fees: Free

Program Requirements: "C" average or better

Prerequisites: None

Open Entry/Open Exit: Yes

What is received upon completion: Development skills,
knowledge and experience.

Target Students: Grades 11-12, Adults

The practical and theoretical training is designed to prepare students for a career in the agricultural metal manufacturing industry. Students will learn a variety of welding processes and related technology, while constructing ag related equipment. Students will develop advanced skills in all areas of metalworking including welding, machining, cutting, casting ornamental iron work and basic metallurgy. Students are being trained for Sheet Metal Workers, Welders and Cutters.

RIPON HIGH SCHOOL

301 NORTH ACACIA AVE.

RIPON, CA 95366 (209) 599-4287

EMAIL: RHANDEL@SJCOE.NET

AG FABRICATIONS R.O.P

Training location: Ripon High School,

301 North Acacia Ave. Ripon, CA 95366

Average time to complete program: 1 year

Approximate tuition cost: \$10.00 lab fee individually for A
or B Schedule \$20.00 lab fee for both A and B schedule

Other Fees: Material Fees

Program Requirements: None

Prerequisites: Welding I & II or Ag Construction I & II, or
by teacher permission

Open Entry/Open Exit: Yes

What is received upon completion: Development skills,
knowledge and experience.

Target Students: Grades 11-12, Adults

This course agriculture fabrication provides serious students with entry level skills in wood work and metal works to fabrication projects. Other skills in oxy-acetylene welding and cutting, plasma welding and cutting, gluing, and fastening woods. Students will receive instructions in safety, hand and power tools usage, planning, selecting materials and usage related to the construction of items used in agriculture, shop and home.

ADULT SCHOOL PROGRAMS

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

COMBINATION WELDER -VOCATIONAL

Training Location: MHS- Manteca High School

450 E. Yosemite Ave. Manteca 95336

Average time to complete program: 10 weeks

Approximate tuition cost: \$25.00

Other Fees: \$15.00 Lab Fees

Program Requirements: "C" average or better

Prerequisites: Records check

Open Entry/Open Exit: No

What is received upon completion: Development skills,
knowledge and experience.

Target Students: Adult residents of Manteca Unified
School District

All aspects of Arc, MIG and Oxy Acetylene basic processes
will be covered. Safety equipment will be provided.

MACHINE FORMING OPERATORS & TENDERS (CON'T)

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

COMBINATION WELDER (ADVANCED)

Training Location: Tracy Adult School

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 17 Weeks /one semester

Approximate tuition cost: \$25.00 per course

Other Fees: \$20.00 Lab fee

Program Requirements: "C" average or better

Prerequisites: Successful completion of Combination Welder or equivalent

Open Entry/Open Exit: No

What is received upon completion: Certificate of completion.

Target Students: Adults

The student will reinforce knowledge in basic welding skills using oxyacetylene, electrode, mig, tig and plasma cutting knowledge. Inculded in the welding skills will be various metal sculpture techniques.

PRIVATE TRAINING PROGRAMS

CALIFORNIA HUMAN DEVELOPMENT CORP. (CHDC)

2895 TEEPEE DRIVE

STOCKTON, CA 95205 (209) 235-2070

WELDING

Training location: California Human Development Corp. (CHDC) 2895 teepee drive Stockton, CA 95205

Average time to complete program: 660 hours

Approximate tuition cost: \$5280

Other fees: expenses \$300

Program requirements: None

Prerequisites: Minimum 18 years old

Open entry/open exit: No

What is received upon completion: Certificate

Target students: All

Program Description: This program trains individuals for competency in welding, basic academic skills as needed, and in job seeking and retention skills.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE — MAIN OFFICE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate

WELDING TECHNOLOGY –CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 years (47-48 units)

Approximate tuition cost: Resident \$11.00 per unit non-resident \$149.00 per unit and \$11.00 per unit.

Other Fees: Text fees

Program Requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open Entry/Open Exit: No

What is received upon completion: Certificate

Target Students: High School Graduates/GED recipients/ Re-entry Students

This program is designed to serve trade and industrial students as well as persons desiring the skills of welding for employment. Entry level positions in metal shops, all maintenance positions, sheet metal and metal fabrication shops, and many apprenticeship programs.

MAINTENANCE REPAIRERS-GENERAL UTILITY

REGIONAL OCCUPATIONAL CENTER PROGRAMS

CHARLES WEBER INSTITUTE

302 W. WEBER AVENUE

STOCKTON, CA 95203 (209) 953-4602

MECHANIC REPAIR

Training Location: Charles Weber Institute

302 W Weber Ave Stockton, CA 95203

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: Textbook fees, uniform fees

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate / high school diploma

Target students: Grades 11-12, Adults

Maintenance Repair will offer courses to prepare students for individualized practice training program that offers a complete range of automotive study. This program is supported by local automotive service employers and NATEF approved. The equipment and technical data are current covering domestic and foreign models. Program training areas include electrical systems, heating & air conditioning, brakes, suspension and alignment, drive trains, engine performance and engine repair.

LINCOLN HIGH SCHOOL

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207 (209) 953-8916

COMPUTER MAINTENANCE AND REPAIR

Training location: Lincoln High School,

6844 Alexandria Place, Stockton, CA 95207

Average time to complete program: 9 Months

(Students may take second year as a capstone course).

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better, 70% attendance

Prerequisites: 16 years or older

Open entry/open exit: No

What is received upon completion: High School Credits

Target students: Students Interested in Computers

Learn computer components and their function. Troubleshoot PC to the component level covers DOS, Windows9x, Windows NT, and Windows 2000. Training to become Information Technology Technician.

LODI CAREER CENTER

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

COMPUTER REPAIR SERVICE AND TECHNICIAN

Training Location: LCC-Lodi Career Center,

421 S. Pleasant Ave Lodi, CA 95240

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester is due upon enrollment textbook and/or lab fees may be required

Program requirements: None

Prerequisites: Knowledge of the keyboard

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District

After completing Computer Repair I, students will be able to build, repair, upgrade and install computers (Macintosh). Students are being trained for Computer Technician

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

COMPUTER REPAIR & NETWORK TECHNICIANS

Training Location: Tracy High School,

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 18 months

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: A+ Certificate of completion

Target students: Grades 11-12, Adults

This program results in A+ certification through training in all aspects of computer repair. Students study electronics, computer and network systems.

MAINTAINANCE REPAIRERS-GENERAL UTILITY (CON'T)

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

FURNITURE REPAIR & REFINISHING

Training Location: Tracy Adult School

315 E. 11th Street Tracy, CA 95376

Average time to complete this program: 17 Weeks

Approximate tuition cost: \$25.00

Other fees: Textbook Fees

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

This class provides shop practices, demonstrations and related technical instructions on tools, processes, color harmony, color matching, antiquating, restoring, repairing and refinishing of furniture.

PRIVATE TRAINING PROGRAMS

ADVANTAGE LEARNING CENTER

1350 W. ROBINHOOD AVE. STE #5

STOCKTON, CA 95207 (209) 477-9831

COMPUTER SERVICE AND REPAIR

Training location: Advantage Learning Center

1350 W. Robinhood Ave. Ste #5 Stockton, CA 95207

Average time to complete program: 480 hours

Approximate tuition cost: \$4975

Other fees: Expenses \$1525

Program requirements: None

Prerequisites: Standardized test; Form t-71 the wonderlic scholastic level exam. score 17 or better

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Entry level computer repairer

Program Description: Fundamentals Of Computer Assembly, DOS Configuration, Software Installation.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

AUTO BODY REPAIR-CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 Year (42 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/ Re-entry Students

This program will prepare students in auto body collision repair; refinement of metal working skills; removing, repairing, and replacing trim and upholstery; vehicle painting, etc.

SMALL ENGINE REPAIR TECHNOLOGY CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 years (39-41 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/ Re-entry Students

Teach students to troubleshoot equipment, properly adjust equipment, and perform necessary repairs. Upon completion the student will be prepared to take the Outdoor Power Equipment Certification exams.

Associates Degree Programs

HEATING & AIR CONDITIONING

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 2 Years (60 – 64.5 Units)

Approximate tuition cost: Resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older/
complete the assessment/placement test.

Open entry/open exit: No

What is received upon completion: Associates Degree

Target students: High School Graduates/GED recipients/
Re-entry students

This program is designed to prepare students to mechanically and electrically troubleshoot problems typically encountered in the industry.

RECEPTIONISTS & INFORMATION CLERKS

PRIVATE TRAINING PROGRAMS

GOODWILL INDUSTRIES OF SAN JOAQUIN
129 SOUTH GRANT STREET
STOCKTON, CA 95202 (209) 466-2311

OFFICE TECH/CUSTOMER SERVICE TRAINING

Training Location: Goodwill Industries
129 South Grant Street Stockton, Ca 95202
Average time to complete program: 320 hours
Approximate tuition cost: \$3800
Other fees: None
Program requirements: None
Prerequisites: 6th grade reading and comprehension
Open entry/open exit: No
What is received upon completion: Certificate
Target students: Underemployed/unemployed

accurately record a summary of their transaction with the customer.

Program Description: 16 weeks; classroom instruction in MS Word, excel plus office procedure and customer service.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE — MAIN OFFICE
5151 PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5151
URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

HELP DESK-CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College
5151 Pacific Avenue Stockton CA 95207
Average time to complete program: 1 year (10.5 units)
Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit
Other fees: Text fees
Program requirements: "C" average or better
Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement
Open entry/open exit: No
What is received upon completion: Certificate
Target students: High School Graduate/GED recipients/Re-Entry Students

This program is designed to teach students a variety of helpful tools to assist them in solving customers' problems and assisting clients in dealing with the many areas of the company either on the telephone or in person and input the necessary data to

SALESPERSONS—RETAIL, EXCEPT VEHICLE SALES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINCOLN HIGH SCHOOL — MAIN OFFICE

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207 (209) 953-8916

RETAIL SALES/FASHION MERCHANDISING

Training location: Lincoln High School,

6844 Alexandria Place, Stockton, CA 95207

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Permission of instructor

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

This program is designed for students interested in the vast field of merchandising in the fashion or retail industry. This program provides the needed skills to work in a retail store at entry level to gain valuable work skills. Career, leadership and marketing functions in addition to knowledge, skills and attitudes are presented and applied to business problems and practices. It will benefit those who want to become more familiar with the retail industry. Students may have the opportunity to train in a retail setting. Training to become sales associate, cashier, and inventory clerk.

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

MERCHANDISING & SALES CAREERS ROP

Training Location: Lindbergh Educational (MAS)

311 E. North St. Manteca, 95336

Average time to complete program: 1 Year

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Development skills,

knowledge and experience.

Target students: Grades 11-12, Adults

This course is designed to train students interested in obtaining employability skills in the retail industry. Topics covered include: retail sales, marketing, advertising techniques, and merchandising techniques. Basic employability skills such as proper application writing, inter-viewing techniques, resume writing, work ethics, and business attitude. The class offers students the opportunity to gain occupational training through a combination of classroom instruction.

LODI CAREER CENTER — MAIN OFFICE

421 S. PLEASANT AVE

LODI, CA 95240 (209) 331-7616

RETAIL SALES AND FASHION MERCHANDISING

Training Location: LCC-Lodi Career Center,

421 S. Pleasant Ave Lodi, CA 95240

Sherwood Mall,

5308 Pacific Ave Stockton, CA 95207

Average time to complete program: 9 months

Approximate tuition cost: Free

Other fees: \$25.00 registration fee for each semester is due upon enrollment textbook and/or lab fees may be required

Program requirements: None

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adult residents of Lodi Unified School District

Explore the many career opportunities in the field of retail sales and fashion. Students receive training in fashion coordinating, buying, sales and fashion design; advertising promotion, modeling and store interiors and displays. Training is provided through class lectures guest speakers, films, field work and production of a fashion magazine. On the job training is available to qualified students. Students meeting specific requirements can receive credit in the Fashion program at San Joaquin Delta College.

SALESPERSONS—RETAIL, EXCEPT VEHICLE SALES (CON'T)

PRIVATE TRAINING PROGRAMS

GOODWILL INDUSTRIES OF SAN JOAQUIN
129 SOUTH GRANT STREET
STOCKTON, CA 95202 (209) 466-2311

RETAIL

Training location: Goodwill industries
129 South Grant Street Stockton, CA 95202
Average time to complete program: 240 hours
Approximate tuition cost: \$3000
Other fees: None
Program requirements: None
Prerequisites: None
Open entry/open exit: No
What is received upon completion: Certificate
Target students: Underemployed/unemployed

Program Description: Twelve weeks, classroom instruction and work based learning, retail skills, cashier-checker, customer service, sales clerk

The student who successfully completes this program may assume a position of responsibility in the area of sales, buying, advertising, promotion, and/or control. He or she may supervise the selling, receiving, checking, marking, and display of merchandise. The entry job is usually as a trainee on the sales floor.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE — MAIN OFFICE
5151 PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5151
URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

MERCHANDISING—CERTIFICATE PROGRAM

Training Location: San Joaquin Delta College
5151 Pacific Avenue Stockton CA 95207
Average time to complete program: 1 year (23-26 units)
Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit
Other fees: Text fees
Program requirements: "C" average or better
Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement
Open entry/open exit: No
What is received upon completion: Certificate
Target students: High School Graduates/GED recipients/ Re-entry Students

SECRETARIES, EXCEPT LEGAL & MEDICAL

ADULT SCHOOL PROGRAMS

LODI ADULT SCHOOL

542 EAST PINE STREET

LODI, CA 95242 (209) 331-7605

COMPUTER BASED TYPING - VOCATIONAL

Training Location: Lodi Adult School

542 East Pine Street, Lodi, CA 95242

Average time to complete this program: Self paced

Approximate tuition cost: \$10.00

Other fees: None

Program requirements: None

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Typing certificate

Target students: Adult residents of Lodi Unified School District 18 years and older

Self-paced typing program is offered at 3 levels so as to allow students to progress at their own rate until they reach the competency level they seek.

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E. NORTH STREET

MANTECA, CA 95336 (209) 825-3100

URL: WWW.MANTECAUSD.NET/LAS/INDEX.HTM

TYPIST/KEYBOARDING/WORD PROCESSING

Training Location: Lathrop Educational (MAS)

311 E. North Street Manteca, CA 95336

Average time to complete this program: 10 weeks

Approximate tuition cost: \$15.00

Other fees: Required text

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Development skills, and knowledge. A typing certificate will be awarded upon completion of this course.

Target students: Adult residents of Manteca Unified School District

Students will brush up on their typing skills with Mavis Beacon Teaches Typing, computer software program.

TRACY ADULT SCHOOL

315 E. 11TH STREET

TRACY, CA 95376 (209) 831-5034

URL: WWW.TRACY.K12.CA.US

EMAIL: ADULTED@TRACY.K12.CA.US

TYPIST – KEYBOARDING 1, 1A, 1B, 2A, 2B

Training Location: Tracy Adult School

315 E. 11th Street Tracy, CA 95376

Average time to complete program: 5 Weeks per course

Approximate tuition cost: \$40.00

Other fees: Textbook Fees may vary by course

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

From learning the keyboard to creating workplace documents, each of these five (5) week courses prepares you to become a speedy and proficient typist.

PRIVATE TRAINING PROGRAMS

MTI BUSINESS COLLEGE

6006 N EL DORADO STREET

STOCKTON, CA 95202 (209) 957-3030

EXECUTIVE SECRETARY

Training location: MTI Business College,

6006 N. El Dorado Street Stockton CA 95202

Average time to complete program: 1455 hours

Approximate tuition cost: \$5721

Other fees: Expenses \$1328

Program requirements: None

Prerequisites: HS diploma/GED or pass ability to benefit test, basic english communications, committed to employment.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Employable in todays jobs

Program Description: Administrative office skills emphasizing advanced office procedures with word processing, spreadsheets, bookkeeping manually with an introduction to computerized bookkeeping.

TRAFFIC, SHIPPING & RECEIVING CLERKS

PRIVATE TRAINING PROGRAMS

CALIFORNIA HUMAN DEVELOPMENT CORP. (CHDC)
2895 TEEPEE DRIVE
STOCKTON, CA 95205 (209) 235-2070

SHIPPING & RECEIVING

Training location: California Human Development Corp.
(CHDC) 2895 teepee drive Stockton, CA 95205

Average time to complete program: 600 hours

Approximate tuition cost: \$4200

Other fees: None

Program requirements: None

Prerequisites: minimum 18 years old

Open entry/open exit: No

What is received upon completion: Certificate

Target students: All

Program Description: this program trains individuals for competency in warehousing and materials handling processes and procedures, basic academic skills as needed, and job seeking and retention skills.

SHIPPING & RECEIVING W/VOC ENGLISH

Training location: California Human Development Corp.
(CHDC) 2895 teepee drive Stockton, CA 95205

Average time to complete program: 850 hours

Approximate tuition cost: \$5450

Other fees: None

Program requirements: None

Prerequisites: minimum 18 years old

Open entry/open exit: No

What is received upon completion: Certificate

Target students: All

Program Description: This program trains individuals for competency in warehousing and materials handling processes and procedures, basic academic skills and vocational english, and job seeking and retention skills

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE — MAIN OFFICE
5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

URL: WWW.DELTACOLLEGE.ORG

Certificate Programs

TRAFFIC SHIPPING AND RECEIVING CLERK

Training Location: San Joaquin Delta College

5151 Pacific Avenue Stockton CA 95207

Average time to complete program: 1 year (14.5 -16.5 units)

Approximate tuition cost: resident \$11.00 per unit, non resident \$143.00 per unit for tuition and \$11.00 per unit.

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduates/GED recipients/
Re-entry Students

This program is designed to teach students how to check merchandise for correctness and acceptability; prepare bills of loading and related paperwork for commercial and other shipments; figure freight or postal rates and record costs and weights of each shipment; write and keep records and reports on warehouse activities; wrap and address the goods being shipped; and route incoming items to a plant, warehouse, or department.

TRUCK DRIVERS—HEAVY OR TRACTOR TRAILER

REGIONAL OCCUPATIONAL CENTER PROGRAMS

ESCALON HIGH SCHOOL — MAIN OFFICE

1528 E. YOSEMITE

ESCALON, CA 95320 (209) 838-7073

EMAIL: KFRANK@SJCOE.NET

TRACTOR AND MACHINERY MAINTENANCE

Training Location: Escalon High School,

1528 E. Yosemite Escalon, CA 95320

Average time to complete program: 1 year

Approximate tuition cost: None

Other fees: Material Fees (Adults)

Program requirements: "C" average or better

Prerequisites: 1 year Ag. Shop classes/shop skills or instructor's permission

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: Grades 11-12, Adults

In this course, students will learn: Principals of engines, fuel and oils, machinery maintenance, tractor hydraulics and design, tires, battery care and power transmitting units, small engine repair, equipment repair and construction of farm equipment

PRIVATE TRAINING PROGRAMS

CALIFORNIA HUMAN DEVELOPMENT CORP. (CHDC)

2895 TEEPEE DRIVE

STOCKTON, CA 95205 (209) 235-2070

TRUCK DRIVING W/VOC ENGLISH

Training location: California Human Development Corp. (CHDC) 2895 Teepee Drive Stockton, CA 95205

Average time to complete program: 550 hours

Approximate tuition cost: \$4850

Other fees: Expense \$140

Program requirements: None

Prerequisites: Ability to pass DOT physical and drug screen. DMV printout. Class C drivers license for one yr

Open entry/open exit: No

What is received upon completion: Certificate

Target students: All

Program Description: This program trains individuals

for competency as heavy/tractor trailer truck drivers, in basic academic skills and vocational ESL as needed, and in job seeking and retention skills

TRUCK DRIVING

Training location: California Human Development Corp. (CHDC) 2895 teepee drive Stockton, ca 95205

Average time to complete program: 300 hours

Approximate tuition cost: \$3600

Other fees: Expenses \$140

Program requirements: None

Prerequisites: Ability to pass dot physical and drug screen. DMV printout. Class C drivers license for one year

open entry/open exit: No

What is received upon completion: License

Target students: All

Program Description: this program trains individuals for competency as heavy/tractor trailer truck drivers, in basic academic skills as needed, and in job seeking and retention skills.

TRUCK DRIVING ACADEMY

1405 WEST OAK STREET

STOCKTON, CA 95203 (209) 951-1819

TRUCK DRIVER TRAINING

Training location: Truck Driving Academy

1405 West Oak Street Stockton, CA 95203

Average time to complete program: 330 hours

Approximate tuition cost: \$4290

Other fees: None

Program requirements: None

Prerequisites: Minimum age is 18 years of age. pass entrance exam, dot physical, and drug test

Open entry/open exit: No

What is received upon completion: License

Target students: Adult population over 18

Program Description: To train individuals with no prior experience for entry level employment as a local or long haul driver or owner/operator of a tractor-trailer and a career in the trucking industry.

TRUCK DRIVERS-HEAVY OR TRACTOR TRAILER (CON'T)

WESTERN PACIFIC TRUCK SCHOOL

4609 QUAIL LAKES DR STE 2

STOCKTON, CA 95207 (209) 472-1500

ADVANCED TRACTOR TRAILER OPERATOR

Training location: Western Pacific Truck school

4609 Quail Lakes Dr. Ste 2 Stockton, CA 95207

Average time to complete program: 180 hours

Approximate tuition cost: \$3945

Other fees: expenses \$335

Program requirements: None

Prerequisites: Pass admissions test, pass dot physical and drug screen, acceptable driving record, hs/ged diploma

Open entry/open exit: No

What is received upon completion: License

Target students: All

Program Description: Truck driver training program for Class A License.

TRUCK DRIVERS-LIGHT, INCLUDING DELIVERY OR ROUTE DRIVERS

PRIVATE TRAINING PROGRAM

TRUCK DRIVING ACADEMY

1405 WEST OAK STREET

STOCKTON, CA 95203 (209) 951-1819

TRUCK DRIVER TRAINING

Training location: Truck Driving Academy

1405 west oak street Stockton, ca 95203

Average time to complete program: 330 hours

Approximate tuition cost: \$4290

Other fees: None

Program requirements: None

Prerequisites: Minimum age is 18 years of age. pass entrance exam, dot physical, and drug test

Open entry/open exit: No

What is received upon completion: License

Target students: Adult population over 18

Program Description: To train individuals with no prior experience for entry level employment as a local or long haul driver or owner/operator of a tractor-trailer and a career in the trucking industry

THERE IS NO CURRENT INFORMATION REGARDING
LOCAL TRAINING AVAILABLE FOR THESE OCCUPATIONS:

HAND PACKERS & PACKAGERS

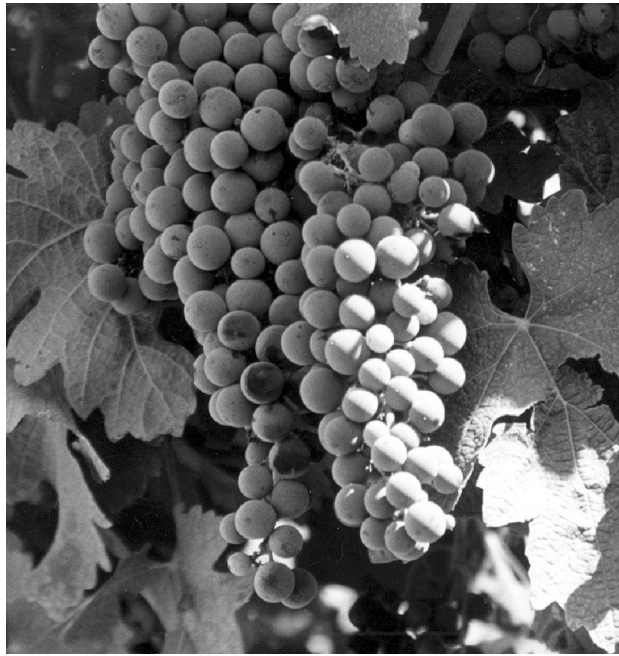
STOCK CLERKS-STOCKROOM, WAREHOUSE & STORAGE YARD



San Joaquin County
WORKNET

EMPLOYMENT • EDUCATION
ECONOMIC DEVELOPMENT

888.512.WORK (9675)
WWW.SJCWORKNET.ORG



**STOCKTON
WORKNET CENTER**

• 850 N. Hunter St.
Stockton, CA 95202
468-3500

**SAN JOAQUIN
DELTA COLLEGE
WORKNET CENTER**

• 5405 N. Pershing
Stockton, CA 95207
870-7000

**LODI
WORKNET CENTER**

• 631 E. Oak St.
Lodi, CA 95240
333-5319

**MANTECA
WORKNET CENTER**

• 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

**TRACY
WORKNET CENTER**

• 213 W. 11th St.
Tracy, CA 95376
833-1018

**STOCKTON
WORKNET CENTER**

• 135 W. Fremont Street
Stockton, CA 95202
948-7856

**CONWAY HOMES
WORKNET CENTER**

• 2633 Arizona St.
Stockton, CA 95206
946-1240

**GOODWILL
WORKNET CENTER**

• 129 South Grant St.
Stockton, CA 95202
466-2311

**CHDC
WORKNET CENTER**

• 2607 A Wigwam
Stockton, CA 95205
953-7350

**FREMONT FAMILY
WORKNET CENTER**

• 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook
2002-2003

TRAINING OPPORTUNITIES FOR
OCCUPATIONS STUDIED
IN 2001

BOOKKEEPING ACCOUNTING & AUDITING CLERKS, INCLUDING BOOKKEEPERS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

STOCKTON OFFICE SKILLS

37 W. YOKUTS, SUITE B-1

STOCKTON, CA 95207 (209) 472-2160

BOOKKEEPER

Average time to complete program: 20 weeks

Approximate tuition cost: \$4,995 plus \$250 for books

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Training begins with basic bookkeeping principles and progresses to more advanced double-entry bookkeeping theory. This includes journalizing and posting, closing and adjusting entries, and financial statements. QuickBooks 6.0 is covered, in addition to MS Word, Excel and Access in the program.

ADULT SCHOOL

ESCALON HIGH SCHOOL

1582 YOSEMITE AVENUE

ESCALON, CA 95320 (209) 838-7073

ACCOUNTING

Average time to complete program: 1 year

Approximate tuition cost: N/A, fee for materials (Adults)

Program requirements: "C" average or better

Prerequisites: Instructors' permission

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Grades 11-12, Adults

Students in this course will progress from the basic principles of double entry accounting to the complex principles. Activities include workbook, sole proprietor simulation, partnership simulation, corporation simulation, pegboard payroll simulation and extensive computer accounting simulations.

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

BASIC ACCOUNTING

Average time to complete program: 10 weeks

Approximate tuition cost: \$10.00 plus fees for books

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adult residents of Manteca Unified School District

This course will provide individualized instruction in basic accounting principals and procedures relating to both Service and Merchandising Businesses, organized as a proprietorship, partnership, or corporation. Cash control, financial statements, adjusting and closing entries, payroll, depreciation, and inventory control are included.

ADVANCED ACCOUNTING

Average time to complete program: 10 weeks

Approximate tuition cost: \$10.00, plus textbooks, \$15 lab fee

Program requirements: "C" average or better

Prerequisites: Successful completion of Accounting-Basic

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adult residents of Manteca Unified School District

This course will provide instruction in advanced accounting procedures.

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

ACCOUNTING CERTIFICATE

Average time to complete program: 1 year (35 units)

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus fees for books

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients/
Re-Entry Students

This program prepares the student for entry into the accounting field.

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

BOOKKEEPING

Average time to complete program: 1 year (22.5-24 units)

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus fees for books

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School Graduate/GED recipients/
Re-Entry Students

This program provides students with the training and skills for the occupation of bookkeeper, accounts receivable/payable clerk and payroll clerk. Students take courses in vocational accounting, business mathematics, office calculation, payroll accounting, and business math.

requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

Also:

California State University Stanislaus, Stockton
(209) 467-5300

University of the Pacific, Stockton (209) 946-2211

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON CA 95207 (209) 478-0800

ACCOUNTING CLERK

Average time to complete program: 1.5 to 3 years (6 or 12 quarters)

Approximate tuition cost: \$2,380.00 (12-16 units), plus book and supplies (\$350.00 per quarter), Application fee (one-time) \$35.00

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Associates of Arts/
Associates of Science or Bachelors of Science Degree

Target students: Adults

The Accounting program gives the students the educational

DINING ROOM & CAFETERIA ATTENDANTS & BARTENDER HELPERS

REGIONAL OCCUPATIONAL PROGRAMS

LINCOLN HIGH

6844 ALEXANDRIA PLACE

STOCKTON, CA 95207 (209) 953-8938

CULINARY ARTS

Average time to complete program: 9 months

Approximate tuition cost: None

Program requirements: "C" average or better

Prerequisites: At least 16 years of age. Must have interest in food & beverage industry. Students are treated as employees not students."

Open entry/open exit: Yes

What is received upon completion: High School credits

Target students: Anyone interested in Food And Beverage

Students will receive training in all aspects of food and beverage course will provide information on safety and sanitation, food handling and preparation, food service, work ethics, and many other aspects related to the industry.

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

FOOD EDUCATION AND SERVICE TRAINING

Average time to complete program: 2 years

Approximate tuition cost: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Grades 11-12, Adults

Students who successfully complete this course learn entry-level skills to work as host/hostess, bus person, or pastry person. Instruction is provided in the history of the hospitality industry, a variety of food preparation skills catering activities, community, and school meals.

ADULT SCHOOL

LINDBERGH EDUCATIONAL CENTER

MANTECA ADULT SCHOOL

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

CAFETERIA ASSISTANT

Average time to complete program: 28 hours

Approximate tuition cost: \$10.00

Program requirements: "C" average or better

Prerequisites: Records check

Open entry/open exit: No

What is received upon completion: Certificate (Adults)

Target students: Adult residents of Manteca Unified School District

This course introduces students to school food service programs. Subjects covered include customer service, basic nutrition principles, federal, state, and local program requirements, food service preparation and procedures, sanitation and safety. This course includes 16 hours of class work and 12 hours of lab work.

HELPERS-ELECTRICIANS & POWERLINE TRANSMISSION INSTALLERS

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

ELECTRICAL TECHNOLOGY CERTIFICATE

Average time to complete program: Approximately 1-2 years

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus textbook fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School graduates/GED recipients

This program is designed to teach students the basic electrical theories and other major portions of the electrical field such as residential/commercial/industrial wiring, conduit bending basics, National Electrical Code, electrical motor repair and theory, single and three-phase transformer applications, hazardous locations wiring theory, and motor control applications and theory.

This five-year apprenticeship program consists of 1,040 classroom hours and at least 8,000 on-the-job hours. Much attention is paid to the layout, assembly and installation of electrical fixtures and equipment in residential, commercial buildings and industrial. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting.

Also:

Associated Builders & Contractors, Stockton (209) 931-5910

APPRENTICESHIP

SAN JOAQUIN & CALAVERAS

COUNTIES ELECTRICAL J.A.T.C.

1531 EL PINAL DRIVE

STOCKTON CA 95205 (209) 462-0751

ELECTRICIAN-(INSIDE CONSTRUCTION WIREMAN)

Average time to complete program: 60 months

Approximate tuition cost: No fee

Other fees: \$500.00 material fees

Program requirements: Successful completion, 100% attendance Agility & Coordination, Successful completion of Algebra, High School Diploma/G.E.D.

Open entry/open exit: Yes

What is received upon completion: Certificate

Target Students: High School graduates

PHARMACISTS

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

MASTER OF SCIENCE PHARMACEUTICAL SCIENCES

Average time to complete program: 2 years

Approximate tuition cost: \$594.00 per unit, plus textbooks, housing, parking and other fees

Program requirements: Maintain a 3.0 GPA or better

Prerequisites: Undergraduate degree in Pharmaceutical Science or a closely related field, GRE General & Subject tests

Open entry/open exit: No

What is received upon completion: Master of Science

Target students: College graduates

The M.S. degree is available in five areas of specialization: pharmaceuticals, medicinal chemistry, physiology, pharmacology and clinical pharmacy.

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

DOCTOR OF PHARMACY (PROFESSIONAL DEGREE)

Average time to complete program: 3 years, after completion of pre-pharmacy requirements, which take between 2 - 4 years to complete

Approximate tuition cost: \$28,500.00 per year, plus textbooks, housing, parking and other fees

Program requirements: Maintain a 3.0 GPA or better

Prerequisites: Two years of Pre-pharmacy courses or the equivalent, GRE General & Subject tests

Open entry/open exit: No

What is received upon completion: Doctor of Pharmacy

Target students: College graduates

Satisfactory completion of the PhD degree enables students to sit for the California State Board of Pharmacy examination and subsequently to practice pharmacy.

PLUMBERS, PIPEFITTERS & STEAMFITTERS

APPRENTICESHIP PROGRAM

SJC/STANISLAUS AREA PLUMBERS LOCAL 442

3935 CORONADO

STOCKTON, CA 95204 (209) 464-4553

**PLUMBING, PIPEFITTING, STEAMFITTER &
REFRIGERATION**

Average time to complete program: 5 years

Approximate tuition cost: None

Other fees: Initiation and union dues

Program requirements: Successful completion, must have valid driver's license and be insurable

Prerequisites: Agility & coordination, 18 years of age, high school diploma or GED

Open entry/Open exit: No

What is received upon completion: Certificate

Target students: H.S. diploma or G.E.D.

The plumbing and pipefitting apprenticeship program prepares students for employment as a plumber or pipefitter at the journey level. Students learn skills needed to work as a plumber or pipefitter through "on-the-job" training and classroom instruction.

SOCIAL WORKERS-MEDICAL & PSYCHIATRIC

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY STANISLAUS-STOCKTON
612 EAST MAGNOLIA STREET
STOCKTON, CA 95202 (209) 467-5300

MASTER'S OF SOCIAL WORK

Average time to complete program: 3 years
Approximate tuition cost: 0 - 6 units = \$552.50, 7 units or more = \$867.50, plus textbooks, housing, parking
Program requirements: "C" average or better
Prerequisites: Complete all courses with "B" or better, Complete all required courses and units, Bachelors Degree from an accredited college/university, Letters of recommendation, Prep courses
Open entry/open exit: No
What is received upon completion: Master's of Social Work (MSW)
Target students: Those possessing a Bachelor's Degree

A Master of Social Work prepares the professional social workers to meet the growing human service needs of the university's service area. The curriculum emphasizes social work practice in the public social services, health, mental health, corrections and schools.

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211 (209) 946-2211

Certificate Program

SUBSTANCE ABUSE COUNSELOR

Average time to complete program: 21 courses of 16 hours each, plus 255 hours of supervised internship
Approximate tuition cost: \$2,470.00
Program requirements: "C" average or better
Prerequisites: Application, letter of reference and application
Open entry/open exit: No
What is received upon completion: Certificate
Target students: Interested persons

This program is designed to provide participants with the skills necessary to counsel clients in a recovery process that leads to a drug and alcohol free lifestyle. Competency in the areas of screening, intake, assessment, treatment planning, individual as well as group counseling, case management, crisis intervention, client education, referral, community resources, special issues such as women's and health issues) and consultation are taught.

TELEPHONE & CABLE TV LINE INSTALLERS & REPAIRERS

COMMUNITY COLLEGE

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

ELECTRICAL TECHNOLOGY CERTIFICATE

Average time to complete program: Approximately 1-2 years

Approximate tuition cost: \$11 per unit CA residents, \$149 per unit outside CA, plus textbook fees

Program requirements: "C" average or better

Prerequisites: GED/H.S. Diploma or 18 years or older, complete the assessment/placement

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High School graduates/GED recipients

This program is designed to teach students the basic electrical theories and other major portions of the electrical field such as residential/commercial/industrial wiring, conduit bending basics, National Electrical Code, electrical motor repair and theory, single and three-phase transformer applications, hazardous locations wiring theory, and motor control applications and theory.

APPRENTICESHIP

SAN JOAQUIN & CALAVERAS

COUNTIES ELECTRICAL J.A. T. C.

1531 EL PINAL DRIVE

STOCKTON CA 95205 (209) 462-0751

ELECTRICIAN-(INSIDE CONSTRUCTION WIREMAN)

Average time to complete program: 60 months

Approximate tuition cost: No fee

Other fees: \$500.00 material fees

Program requirements: Successful completion, 100% attendance
Agility & Coordination, Successful completion of Algebra,
High School Diploma/G.E.D.

Open entry/open exit: Yes

What is received upon completion: Certificate

Target Students: High School graduates

This five-year apprenticeship program consists of 1,040 classroom hours and at least 8,000 on-the-job hours. Much attention is paid to the layout, assembly and installation of electrical fixtures and equipment in residential, commercial buildings and industrial. The Electrical Trade requires

physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting.

CENTRAL VALLEY ELECTRIC JATC

1925 YOSEMITE BLVD.

MODESTO, CA 95354

(209) 579-5417

CONSTRUCTION ELECTRICIAN APPRENTICE

Average time to complete program: 60 months

Approximate tuition cost: \$250 Materials fee

Program requirements: 8,000 hours of on-the-job training,
10 semesters mandatory school attendance

Prerequisites: HS Diploma/ GED, 17 years old, 2 semesters of math with a passing grade,

Entrance exam, Must possess a driver's license and car

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 17 years or older

The Electrical Apprenticeship is a five year program which includes paid on the job training and mandatory school attendance. The Electrical Trade requires physical effort on the part of the apprentice to do work in cramped quarters, to do climbing, crawling, crouching, and heavy lifting. Because wiring is frequently keyed in color for connection purposes, the worker cannot be color blind.

Also:

Associated Builders & Contractors, Stockton (209) 931-5910

**THERE IS NO CURRENT INFORMATION REGARDING
LOCAL TRAINING AVAILABLE FOR THESE OCCUPATIONS:**

ADJUSTMENT CLERKS

CLAIMS EXAMINERS-PROPERTY & CASUALTY INSURANCE

COUNTER ATTENDANTS

DENTAL HYGIENISTS

INSURANCE CLAIMS CLERKS

MAIDS & HOUSEKEEPING CLEANERS

NEW ACCOUNTS CLERKS

ORDER FILLERS-WHOLESALE & RETAIL SALES

PAINTERS, PAPERHANGERS-CONSTRUCTION & MAINTENANCE

PHARMACY AIDES

SHEET METAL WORKERS



San Joaquin County
WORKNET

EMPLOYMENT • EDUCATION
ECONOMIC DEVELOPMENT

888.512.WORK (9675)
WWW.SJCWORKNET.ORG



**STOCKTON
WORKNET CENTER**

• 850 N. Hunter St.
Stockton, CA 95202
468-3500

**SAN JOAQUIN
DELTA COLLEGE
WORKNET CENTER**

• 5405 N. Pershing
Stockton, CA 95207
870-7000

**LODI
WORKNET CENTER**

• 631 E. Oak St.
Lodi, CA 95240
333-5319

**MANTECA
WORKNET CENTER**

• 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

**TRACY
WORKNET CENTER**

• 213 W. 11th St.
Tracy, CA 95376
833-1018

**STOCKTON
WORKNET CENTER**

• 135 W. Fremont Street
Stockton, CA 95202
948-7856

**CONWAY HOMES
WORKNET CENTER**

• 2633 Arizona St.
Stockton, CA 95206
946-1240

**GOODWILL
WORKNET CENTER**

• 129 South Grant St.
Stockton, CA 95202
466-2311

**CHDC
WORKNET CENTER**

• 2607 A Wigwam
Stockton, CA 95205
953-7350

**FREMONT FAMILY
WORKNET CENTER**

• 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

San Joaquin County Occupational Outlook
2002-2003

TRAINING OPPORTUNITIES FOR
OCCUPATIONS STUDIED
IN 2000

ASSEMBLERS & FABRICATORS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

RIPON HIGH SCHOOL

301 NORTH ACACIA

RIPON CA 95366 (209) 599-4287

AG FABRICATION

Average time to complete program: 1 year (12 months)

Approximate tuition cost: \$20.00 lab fee if the student enrolled for both A & B schedule. \$10.00 lab fee if the student takes course on A & B schedule

Program requirements: None

Prerequisites: Welding I & II, or AG Construction I & II, or by teachers permission/None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 11th and 12th grade students

This course, Agriculture Fabrication, provides serious students with entry-level skills in Oxy-Acetylene Welding and cutting, gluing, and fastening woods. Students will receive instructions in safety, hand and power tools usage, planning, selecting materials and usage related to the construction of items used in agriculture, shop and home.

AUTOMOTIVE MECHANICS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LINDBERGH EDUCATIONAL CENTER/ MANTECA

311 E NORTH STREET

MANTECA, CA 95336 (209) 825-3100

AUTOMOTIVE TECHNOLOGY

Average time to complete program: 1 year (12 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Grades 11th, & 12th, Adults

This is a vocational automotive course with the objective of providing the student with opportunity to acquire entry-level skills in automotive repair. Hands-on training with specialized equipment is used in testing and repairing today's complex automobiles. The second semester will be conducted under the "Community Classroom Concept", with the student placed in auto repair shops for training.

Also:

Charles M. Weber Institute, Stockton (209) 953-4602

Escalon High School, Escalon (209) 838-7073

Lodi Career Center, Lodi (209) 331-7616

Tracy High School, Tracy (209) 831-5034

This class will include Shop and Theory, Internal Combustion Engines, Tune-up Equipment, Fundamentals of Maintenance and Repair, Use & Care of Hand Tools and Power Equipment.

Also:

Manteca Adult School, Manteca (209) 825-3100

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 N. PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

AUTO MECHANICS TECHNOLOGY

Average time to complete program: 2 years (40-42 units)

Approximate tuition cost: (\$480.00/\$4,840.00)

Other fees: Text fees, lab fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. recipients or 18 years old

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

This program offers instruction in basic skills and procedures of Mechanical Auto Repair, including Engines, Transmissions, Brakes and Alignment. The program provides training for an entry-level position as an automotive mechanic.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$480.00/\$4,840.00)*

ADULT SCHOOL COURSES

TRACY ADULT SCHOOL

315 EAST ELEVENTH STREET

TRACY, CA 95376

(209) 831-5034

AUTOMOBILE MECHANICS

Average time to complete program: 17 weeks

Approximate tuition cost: \$25.00

Other fees: \$10.00 lab fee, Books

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

BAKERS—BREAD & PASTRY

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

E-MAIL: ADULTED@TRACY.12.CA.USD

FOOD EDUCATIONAL & SERVICE TRAINING (F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11th & 12th Adults

Students who successfully complete this course learn entry-level skills to work as a Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

CULINARY ARTS (ASSOCIATES PROGRAM)

Average time to complete program: 1 to 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/
\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: Text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/
older, Pass entrance exam

Open entry/open exit: No

What is received upon completion: Associates of Science

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

BILL & ACCOUNT COLLECTORS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER CENTER

421 S PLEASANT AVENUE

LODI, CA 95240 (209) 331-7616

MEDICAL/DENTAL OFFICE MANAGEMENT

Average time to complete program: 10 months

Approximate tuition cost: None

Other fees: \$25.00 per semester fee for adults

Program requirements: "C" average or better

Prerequisites: Type 30 wpm

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: 11th & 12th grade students, Adults

This course prepares the student to work in a medical or dental office, out-patient clinic, emergency, and other care facilities. Skills learned include filing, phone, bookkeeping and technical terminology. Students are instructed to use word processing software and medical/dental software programs on IBM compatible computers. Advanced students may train in medical or dental facilities.

Also:

Ripon High ROP, Ripon (209) 599-4287

CERTIFICATE/DIPLOMA PROGRAMS

MTI COLLEGE OF BUSINESS & TECHNOLOGY

6006 N EL DORADO

STOCKTON CA 95202 (209) 957-3030

MEDICAL BILLING SPECIALIST

Average time to complete program: 18 weeks

Approximate tuition cost: \$4500.00

Other fees: \$670.12

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D., Pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adult

This fast track program prepares the student for entry-level employment in medical office settings specializing in administrative front office and medical billing.

Also:

Pacific Technical Institute, Stockton (209) 952-0657

BUS DRIVERS—SCHOOL

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

BUS DRIVER/SCHOOL

Average time to complete program: 9 weeks

Approximate tuition cost: \$20.00

Other fees: Book fees vary

Program requirements: "C" average or better

Prerequisites: None

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

Available Services: N/A

Other: Handicapped Accessibility

This course is designed to help Bus Drivers and persons wishing to become bus drivers, improve skills and increase knowledge of regulations and laws pertaining to the transportation of school children.

COMBINED FOOD PREPARATION & SERVICE WORKERS

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376

(209) 831-5034

E-MAIL: ADULTED@TRACY.K12.CA.US

FOOD EDUCATIONAL & SERVICE TRAINING (F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11th & 12th Adults

Students who successfully complete this course learn entry-level skills to work as Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

CULINARY ARTS (ASSOCIATES PROGRAM)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/
\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: Text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/
older, Pass entrance exam

Open entry/open exit: No

What is received upon completion: Associates of Science

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

COOKS-RESTAURANT

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376 (209) 831-5034

E-MAIL: ADULTED@TRACY.K12.CA.US

FOOD EDUCATIONAL & SERVICE TRAINING

(F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11th & 12th Adults

Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

CULINARY ARTS (ASSOCIATES PROGRAM)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/
\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/
older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Associates of Science

Target students: High school graduates/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

FINANCIAL MANAGERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

ACCOUNTING-ASSOCIATE OF SCIENCE DEGREE

Average time to complete program: 2 years (64-69 units)

Approximate tuition cost: \$780.00/\$7,865.00

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: High School diploma/G.E.D. or 18 years old,

Take assessment/placement test, Reading requirement Level II

Open entry/open exit: No

What is received upon completion: Associate in Science Degree

Target students: High school graduates/G.E.D. recipients

A four-semester program that results in an A.S. Degree with a major in Accounting. The program prepares students for entry level accounting jobs.

*Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$780.00/\$7,865.00)

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209) 478-0800

ACCOUNTING

Average time to complete program: 1.5 to 3 years (6 or 12 quarters)

Approximate tuition cost: \$2,380.00 (12-16 units)

Other fees: Books, Supplies (\$350.00 per quarter), Application fee (one time) \$35.00

Program requirements: Maintain 2.0 GPA or better

Prerequisites: High School diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: AA/AS or B.S. Degree

Target students: Adults

The Accounting program gives the students the educational requirements in accounting theory, practice and auditing in preparation for a career as a Certified Public Accountant (CPA), a financial/management accountant in private business or as a governmental accountant.

Also:

California State University Stanislaus, Stockton (209) 467-5300

Chapman University Modesto (209) 545-1234

University of the Pacific, Stockton (209) 946-2211

FIRST LINE SUPERVISORS & MANAGERS- CLERICAL ADMINISTRATOR

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

OFFICE MANAGEMENT

Average time to complete program: 1 year (36.5-38.5 units)

Approximate tuition cost: *\$438.00-\$462.00 CA residents

Other fees: Text fee, parking fees

Prerequisites: High school diploma/G.E.D. or 18 years old,

Take assessment/placement test

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients/
Re-entry students

This program prepares students for entry-level employment as an office manager. The Office Manager is usually responsible for and coordinates many office activities. Most Office Managers cooperate with other department heads. Promotion to a position such as Office Manager is usually dependent on educational background and demonstrated skills.

**Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA*

PRIVATE TRAINING PROGRAMS

WORLDWIDE EDUCATIONAL SERVICES

CLUB PLAZA, 1016 BIANCHI ROAD SUITE C-6

STOCKTON, CA 95207 (209) 951-1174

MANAGEMENT TRAINEE

Average time to complete program: 10 weeks

Approximate cost to complete: \$2,795.00

Other fees: \$300.00

Program requirements: "C" average or better

Prerequisites: Entrance exam

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: General community, Students with work experience

Worldwide Management Training program includes an overview of management trainee skills including Supervisory, Operational, and Human Relations areas, as well as Computer Applications. Occupations for which the students are trained include positions such as Hospitality, Retail Food Service, and Financial Services.

Also:

MTI College of Business & Technology,

Stockton, (209) 957-3030

DEGREE PROGRAMS

CALIFORNIA STATE UNIVERSITY, STANISLAUS

612 E. MAGNOLIA STREET

STOCKTON, CA 95202

(209) 467-5300

BUSINESS ADMINISTRATION

Program Length: 4 years (124units)

Approximate tuition cost: \$5,124.00

Other fees: Textbook, housing, parking, and other fees vary

Program requirements: 2.0 GPA or better, completion of General Education requirements

Prerequisites: High School diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Science Degree

Target students: Community College transfer students,
Adult Re-entry students

The Bachelors of Science in Business Administration provides basic preparation for careers in Business Administration. Concentrations are available in the following areas:

Accounting, Management and General Business

Also:

Chapman University, Modesto (209) 545-1234

MTI College of Business & Technology,

Stockton (209) 957-3030

Heald Business College, Stockton (209) 477-1114

Humphrey's College, Stockton (209) 478-0800

University of the Pacific, Stockton (209) 946-2211

HOME HEALTH AIDES

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954-5051

CARE PROVIDER TRAINING

Average time to complete program: 1 semester (11 units)

Approximate tuition cost: *\$132.00/\$1,331.00

Other fees: Text fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old

Take assessment/placement test & pass

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

Care Provider training prepares a student for entry-level positions in Residential Care Homes and job assisting Mental Health Professionals who provide out patient services and treatment to their residents. This program is a prerequisite for a Certification Program in which is mandated by California State Law.

**Program cost calculated at \$12.00 per unit for CA residents \$121.00 per unit outside CA (\$132.00/\$1,331.00)*

This course is approved by the State Department of Health Services to provide approximately 443 hours of instruction is required to be certified as a Certified Nurses Assistant, Home Health Aide, and Dementia Care Specialist.

Also:

Touching for Health, Stockton (209) 953-8932

CERTIFICATE/DIPLOMA PROGRAMS

WORLD RELIEF

415 BENJAMIN HOLT DRIVE, SUITE B-4

STOCKTON CA 95207 (209) 474-9559

HOME HEALTH AIDE/CERTIFIED NURSE ASSISTANT/DEMENTIA CARE SPECIALIST

Average time to complete program: 15 weeks (443 hours)

Approximate tuition cost: \$85.00 State Board Test

Other fees: Call school for more information

Program requirements: "C" average or better, 100% attendance, Call school for more information

Prerequisites: TB Testing, Must be a Refugee and possess ability to Read, Speak and write English, Fingerprinting, Must pass English test (5th grade)

Open entry/open exit: No

What is received upon completion: Certificate, State Board Approved

Target students: Adults who possess English as a second language

HOST & HOSTESSES-RESTAURANT

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT HIGH SCHOOL

315 EAST 11TH STREET

TRACY, CA 95376

(209) 831-5034

E-MAIL: ADULTED@TRACY.K12.CA.US

FOOD EDUCATIONAL & SERVICE TRAINING (F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in food service industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Grades 11th & 12th. Adults

Students who successfully complete this course learn entry-level skills to work as Host/Hostess, Bus person, or Pastry person. Instructions are provided in the history of the Hospitality industry, a variety of food preparation skills, catering activities, community, and school meals.

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

CULINARY ARTS (ASSOCIATES PROGRAM)

Average time to complete program: 1 or 3 semesters (8 or 38 units)

Approximate tuition cost: \$12.00 per unit CA Residents/
\$121.00 per unit outside CA (\$456.00/\$4,598.00)

Other fees: Text book fees, parking fees, uniforms, supplies

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/
older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Associates of Science

Target students: High school/G.E.D. recipients

The Culinary Arts program is designed for students interested in working in the Culinary Arts Industry as a career. Students will be prepared for employment in a variety of occupations within this industry, including Restaurant Cook, Institutional Cook, or Food Service Manager. An eight-unit Basic Culinary Arts Certificate program is available for students interested in basic principles of food preparation and service.

INDUSTRIAL PRODUCTION MANAGERS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE
5151 N. PACIFIC AVENUE
STOCKTON, CA 95207 (209) 954-5051

SUPERVISION & MANAGEMENT

Average time to complete program: 1 year (24-27 units)
Approximate tuition cost: *\$288.00-\$324.00 CA residents
Other fees: Text fees, parking fees
Program requirements: "C" average or better
Prerequisites: High School diploma/G.E.D. or 18 years old,
Take assessment/placement test
Open Entry/open exit: No
What is received upon completion: Certificate
Target students: High school graduates/G.E.D recipients/Re-entry students

This program prepares students to work as managers or supervisors in a variety of fields by teaching them concepts and skills such as Business Communications and Law, Techniques of Supervision Management, Accounting, and the use of Microcomputers enabling them to work as successful managers.

**Program cost is calculated at \$12.00 per unit for CA residents \$121.00 per unit outside CA*

Also:

Chapman University, Modesto (209) 545-1234
California State University, Stanislaus, (MCRC), Stockton
(209) 467-5300
MTI College of Business & Technology,
Stockton (209) 957-3030
Heald Business College, Stockton (209) 477-1114
Humphrey's College,
Stockton (209) 478-0800

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211-0197 (209) 946-2211

BUSINESS ADMINISTRATION

Average time to complete program: 4 years
Approximate tuition cost: \$20,350.00 per year
Other fees: Textbook, housing, parking and other fees vary
Program requirements: Maintain a 2.0 GPA or better
Prerequisites: High school diploma/G.E.D., meet admission requirements
Open entry/open exit: No
What is received upon completion: Bachelors of Science Degree
Target students: High school graduates/G.E.D. recipients

The Bachelor of Science in Business Administration offers concentrations in a wide variety of areas including Accounting, Finance, Business Law, Marketing, International Management, Entrepreneurship, Arts & Entertainment Management and general Business.

MEDICAL ASSISTANTS

CERTIFICATE/DIPLOMA PROGRAMS

ANDON COLLEGE

1201 NORTH EL DORADO STREET

STOCKTON CA 95202 (209) 462-8777

MEDICAL ASSISTANTS

Average time to complete program: 31 weeks

Approximate tuition cost: \$6,373.00

Other fees: \$608.00 for uniforms, books, registration and insurance

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D. or Ability to Benefit Test, 18 years old/older

Open entry/open exit: No

What is received upon completion: CPR, injection, EKG & Venipuncture Certificates, Diploma of Graduation

Target students: Adults

This course prepares the student with the knowledge, skills, and techniques needed to function in medical or optometry offices, outpatient clinics, or hospitals in an entry-level position.

MTI BUSINESS COLLEGE OF STOCKTON, INC

6606 NORTH EL DORADO STREET

STOCKTON, CA 95207 (209) 957-3030

MEDICAL ASSISTANT II

Average time to complete program: 30 weeks (49 units)

Approximate tuition cost: \$5,305.00

Other fees: \$1,673.00 for Books & Supplies

Program requirements: Attain a 2.0 GPA or better to graduate

Prerequisites: High School diploma/G.E.D. or Ability to Benefit Test

Open entry/open exit: Classes start every 5 weeks

What is received upon completion: Diploma

Target students: Adults

Training in this program is geared toward teaching the interested student the necessary skills to work as an entry-level Medical Assistant in a private Doctor's office, clinic or in a hospital setting. Skills taught include medical courses, clinical theory, lab, phlebotomy, CPR, first aid, and office skills including Word Processing and Medical Manager Software.

Also:

Community Business School, Modesto (209) 529-3648

Humphrey's College,
Stockton (209) 478-0800

MTI Business College, Stockton, (209) 957-3030

MTI Business College, Sacramento, (916) 339-1500

Pacific Technical Institute, Stockton, (209) 952-0657

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207

MEDICAL OFFICE TECHNOLOGY

Average time to complete program: 1.5 or 3 years (6 or 12 quarters)

Approximate tuition cost: \$2,380 per quarter (12-16 units)

Other fees: (one-time) \$35.00 application fee, book supplies, \$350.00 per quarter

Program requirements: Maintain a 2.0 GPA or better

Prerequisites: High school diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Associates of Arts/Science Degree

Target students: Adults

This program emphasizes the development of office management and medical billing and coding skills. It emphasizes computer expertise and communication skills. Covers all basic office skills.

NURSE AIDES

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 N PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5051

NURSE ASSISTANT

Average time to complete program: 1 semester (5 units)

Approximate tuition cost: \$60 CA residents. \$605 outside CA

Other Fees: parking, book fees, uniforms, supplies, medical exam, CPR, immunizations, liability insurance

Program requirements: "C" average or better; 80% attendance

Prerequisites: GED/ H.S. Diploma or 18 years or older; Pass entrance exam.

Open entry/open exit: No

What is received upon completion: Certificate

Target Students: High school graduates /GED recipients

This program is fully approved by the State Department of Health Services and students who complete the program are eligible to apply to take the state certification examination. A Certified Nurse Assistant is eligible for immediate employment in any acute care or skilled nursing facility to perform tasks under the supervision of a licensed nurse.

CERTIFICATE/DIPLOMA PROGRAMS

WORLD RELIEF

415 BEN HOLT SUITE B4

STOCKTON, CA 95207 (209) 952-1414

CERTIFIED NURSE ASSISTANT

Average time to complete this program 15 weeks/443

Approximate tuition cost: No tuition cost, but \$85 State Board Test

Other fees: None

Program requirements: "C" average or better, 100% attendance

Prerequisites: Pass English test, TB testing, fingerprinting, must be a refugee and possess ability to read, speak, and write English

Open Entry/Open Exit: No

What is received upon completion: Certificate

Target Students: Adults w/ English as a second language

This course is approved by the State Department of Health Services to provide approximately 443 hours of instruction required to be certified as a Certified Nurses Assistant.

REGIONAL OCCUPATIONAL CENTER PROGRAMS

LODI CAREER EDUCATION CENTER

421 S PLEASANT AVENUE

LODI, CA 95240

PRE-CERTIFICATION FOR NURSE ASSISTANT

Average time to complete program: 13 weeks

Approximate tuition cost: \$25.00 Registration Fee

Other fees: \$65.00 fingerprinting

Program requirements: "C" average or better

Prerequisites: Pass physical, TB, PPD skin test. White uniform and shoes required for placement in hospitals, negative criminal screening.

Open entry/Open Exit: Yes

What is received upon completion: Certificate and eligibility to take State Exam.

Target Students: Grades 11-12th, Adults

This program is designed for adults working in a long-term care facility or those wishing to climb the ladder in Health care. Upon successful program completion the student will be eligible to take the state Department of Health certification test written/demonstrated skills. Students who successfully complete 100 hours in a hospital & 50 hours in classroom, pass all the modules and pass the state certification examination are qualified to work as certified nursing assistants.

Also:

Charles M Weber Institute

Stockton (209) 953-4602

NURSE AIDES (CON'T)

ADULT SCHOOL PROGRAMS

TRACY ADULT SCHOOL

315 E 11TH STREET

TRACY, CA 95376 (209) 831-5034

NURSING ASSISTANT

Average time to complete program: 8 weeks

Approximate tuition cost: \$40.00

Other fees: Books

Program requirements: "C" average or better

Prerequisites: None

Open Entry/Open Exit: No

What is received upon completion: Certificate

Target Students: Adults

This class instructs students in basic principles of nurse assisting. The course prepares students for obtaining a nursing assistant certificate.

Also:

Manteca Adult School, Manteca (209) 825-3100

PARALEGAL PERSONNEL

DEGREE PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209) 478-0800

URL: WWW.HUMPHREYS.EDU

PARALEGAL

Average time to complete program: 3–4 years (12 quarters)

Approximate tuition cost: \$2, 268.00 per quarter

Other fees: \$350.00 per quarter, books & supplies, \$20.00 application fee

Program requirements: 2.0 GPA or better

Prerequisites: High S

chool diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Science

Target students: Adults

Paralegals assist lawyers by doing research in the preparation of lawsuits and/or legal documents as a career professional.

Paralegals may also gather research data for use as evidence to formulate defense or to initiate legal action.

CERTIFICATE/DIPLOMA PROGRAMS

HUMPHREY'S COLLEGE

6650 INGLEWOOD AVENUE

STOCKTON, CA 95207 (209) 478-0800

URL: WWW.HUMPHREYS.EDU

PARALEGAL (CERTIFICATE PROGRAM)

Average time to complete program: 12 months (4 quarters)

Approximate tuition cost: \$9,072.00 (2,268 per quarter); \$20.00 application fee, \$350.00 per quarter books and supplies.

Program requirements: "C" average or better

Prerequisites: High school diploma or G.E.D.

Open entry/open exit: No

What is received upon completion: Certificate

Target students: Adults

This 12 month program includes eight core classes to prepare students to become more effective and valuable as paralegals. Prepare students to become more effective and valuable as paralegals.

RESIDENTIAL COUNSELORS

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON, CA 95207 (209) 954-5151

HUMAN SERVICE WORKER (CERTIFICATE PROGRAM)

Average time to complete program: 3-4 semesters (30-34 units)

Approximate tuition cost: \$12.00 per unit CA residents/
\$121.00 per unit outside CA (\$306.00/\$3,630.00)

Other fees: Text fees, parking fees

Program requirements: "C" average or better

Prerequisites: High school diploma/G.E.D. or 18 years old/
older, pass entrance exam

Open entry/open exit: No

What is received upon completion: Certificate

Target students: High school graduates/G.E.D. recipients

This program is designed to train people to work as Paraprofessional Counselors or Non-licensed Practitioners performing duties as Counselor Aides in a variety of Community Social Service Agencies. Concentrations are available in the areas of Family Abuse, Gerontology, and Substance Abuse.

The University of the Pacific's Drug and Alcohol Counselor Certification Program is designed to provide participants with the skills necessary to counsel clients in a recovery process that leads to a drug and alcohol free lifestyle. Competency in the areas of screening, intake, assessment, treatment planning, individual as well as group counseling, case management, crisis intervention, client education, referral, community resources, special issues (such as women's and health issues) and consultation are taught.

CERTIFICATE/DIPLOMA PROGRAMS

UNIVERSITY OF THE PACIFIC

CENTER FOR PROFESSIONAL AND CONTINUING EDUCATION

3601 PACIFIC AVENUE

STOCKTON, CA 95211

DRUG & ALCOHOL COUNSELOR CERTIFICATE PROGRAM

Average time to complete program: 9 months (9 Units)

Approximate tuition cost: \$1,995 plus \$50 application fee

Other fees: Textbooks and other materials

Program requirements: "C" average and 100% attendance

Prerequisites: H.S. Diploma/GED

Open entry/Open Exit: No

What is received upon completion: Certificate

Target Students: Adults currently working in the substance abuse field; Recovering drug addicts

SALES AGENTS & PLACERS-INSURANCE

CERTIFICATE/DIPLOMA PROGRAMS

WORLDWIDE EDUCATIONAL SERVICES

CLUB PLAZA, 1016 BIANCHI RD. #C-6

STOCKTON CA 95210 (209) 951-1174

CUSTOMER SERVICE REPRESENTATIVE

Average time to complete program: 5-8 weeks

Approximate tuition cost: \$1,250.00-\$2,250.00

Program requirements: "C" average or better

Prerequisites: Entrance assessment, some clerical knowledge

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: General community

Worldwide Education offers this program to students who are interested in working in customer service positions in retail, financial service and the service industry.

SYSTEMS ANALYSTS-ELECTRONIC DATA PROCESSING

COMMUNITY COLLEGE PROGRAMS

SAN JOAQUIN DELTA COLLEGE

5151 PACIFIC AVENUE

STOCKTON CA 95207 (209) 954 5051

COMPUTER SCIENCE

Average time to complete program: 2 years (60-82 units)

Approximate tuition cost: \$720.00/\$7,260.00

Other fees: Text fees

Program requirements: "C" average or better

Prerequisites: Vary by course

Open entry/open exit: No

What is received upon completion: Associate of Science

Target students: High school graduates/G.E.D. recipients

Students majoring in this field can choose from courses in the following areas of computer science: Programming, software applications, operating systems, databases and the Internet.

*Program cost is calculated at \$12.00 per unit for CA residents/\$121.00 per unit outside CA (\$720.00/\$7,260.00)

CERTIFICATE/DIPLOMA PROGRAMS

COMPUVISTA BUSINESS INSTITUTE

306 E. MAIN STREET

STOCKTON, CA 95202 (209) 462-9300

NETWORK ENGINEER

Average time to complete program: 6 months

Approximate tuition cost: \$7,925.00

Other fees: \$75.00 registration fee

Program requirements: Pass tests at 80% or above for software, 85% or above for networking

Prerequisites: Basic math, reading & writing level

Open entry/open exit: Yes

What is received upon completion: Certificate

Target students: Adults

This program is designed to train students in the best troubleshooting and administrative techniques for either the Novell or Microsoft® Netware Network. This course covers Netware Operating Systems, concepts of data communications, networking connectivity, installing, and maintaining Netware networks.

Also:

Heald Business College, Stockton (209) 477-1114

MTI College of Business & Technology, Sacramento

(916) 339-1500

National Training Institute, Stockton (209) 472 0900

DEGREE PROGRAMS

UNIVERSITY OF THE PACIFIC

3601 PACIFIC AVENUE

STOCKTON, CA 95211 (209) 946-2211

COMPUTER INFORMATION SYSTEMS

Program length: 4 years

Approximate tuition cost: \$20,350 per year

Other fees: Textbook, housing, parking, and other fees vary

Program requirements: 2.0 GPA or better, completion of general education requirements

Prerequisites: High school diploma/G.E.D.

Open entry/open exit: No

What is received upon completion: Bachelor of Science Degree

Target students: High School graduates/G.E.D. recipients

The Computer Information Systems major includes the foundation courses that provide the essentials of the Computer Science program with applications to business systems. The program includes courses in Computer Science, as well as business, mathematics, economics and English.

Also:

Chapman University, Modesto (209) 545-1234

MTI College of Business & Technology, Sacramento (916) 339-1500

Heald Business College, Stockton (209) 477-1114

Humphrey's College, Stockton (209) 478-0800

California State University Stanislaus (MCRC), Stockton (209) 467-5300

TEACHERS-SPECIAL EDUCATION

DEGREE PROGRAMS

CSU STANISLAUS- STOCKTON CAMPUS
612 E MAGNOLIA STREET
STOCKTON, CA 95202 (209) 467-5300

LIBERAL STUDIES

Program Length: 2-3 years
Approximate Tuition Cost: 0-6 Units @ 532.50; 7 Units and above @ 852.50
Other Fees: Textbooks, housing, parking and other fees vary
Program Requirements: 2.0 GPA or better; Completion of all required courses and units
Prerequisites: Completion of lower division general education and pre-major courses
Open entry/Open exit: No
What is received upon completion: Bachelor of Arts Degree
Target Students: Community college transfer students and adult re-entry students

The Bachelor of Arts degree program in Liberal studies is a multidisciplinary curriculum enabling students to pursue general education in the following academic areas: arts-humanities, English-speech, mathematics-science, and social sciences.

UNIVERSITY OF THE PACIFIC
3601 PACIFIC AVENUE
STOCKTON, CA 95211 (209) 946-2211

LIBERAL STUDIES/DIVERSIFIED MAJOR

Program length: 4 years
Approximate tuition cost: \$19,000 per school year
Other fees: Textbook, housing, parking and various other fees
Program Requirements: 2.0 GPA or better; Complete at least 30 Units of General Education courses.
Prerequisites: GED/HS Diploma and meet admissions requirements
Open entry/Open exit: No
What is received upon completion: Bachelor of Arts Degree
Target Students: High School graduates/GED recipients

Through this program students who plan to teach in self-contained classrooms typically grades K-6 can qualify for candidacy for the Multiple Subject Teaching Credential program upon graduation.

WAITERS & WAITRESSES

REGIONAL OCCUPATIONAL CENTER PROGRAMS

TRACY JOINT UNION HIGH SCHOOL

315 EAST ELEVENTH STREET

TRACY CA 95376 (209) 831-5034

FOOD EDUCATIONAL & SERVICE TRAINING

(F.E.A.S.T.)

Average time to complete program: 2 years (24 months)

Approximate tuition cost: None

Other fees: None

Program requirements: "C" average or better

Prerequisites: Interest in the Food Service Industry

Open entry/open exit: No

What is received upon completion: Certificate

Target students: 11th & 12th grade students, Adults

Students who successfully complete this course and learn entry-level skills to work as Host/Hostess, Bus-person, or Pastry Person. Instruction is provided in the history of the hospitality industry, a variety of Food Preparation Skills, Catering Activities, Community and School meals.

THERE IS NO CURRENT INFORMATION REGARDING
LOCAL TRAINING AVAILABLE FOR THESE OCCUPATIONS:

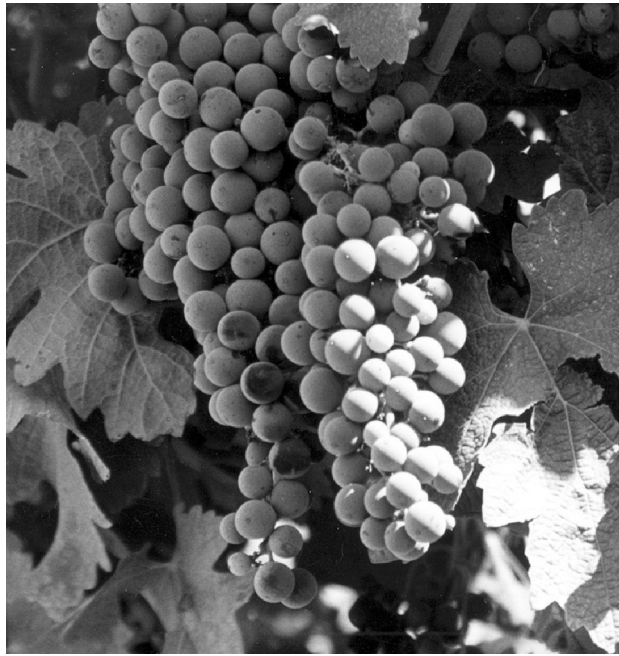
DRIVER /SALES WORKER

FREIGHT, STOCK & MATERIAL MOVERS- HAND

San Joaquin County
WORKNET

EMPLOYMENT • EDUCATION
ECONOMIC DEVELOPMENT

888.512.WORK (9675)
WWW.SJCWORKNET.ORG



**STOCKTON
WORKNET CENTER**

• 850 N. Hunter St.
Stockton, CA 95202
468-3500

**SAN JOAQUIN
DELTA COLLEGE
WORKNET CENTER**

• 5405 N. Pershing
Stockton, CA 95207
870-7000

**LODI
WORKNET CENTER**

• 631 E. Oak St.
Lodi, CA 95240
333-5319

**MANTECA
WORKNET CENTER**

• 1783 W. Yosemite Ave.
Manteca, CA 95336
825-1300

**TRACY
WORKNET CENTER**

• 213 W. 11th St.
Tracy, CA 95376
833-1018

**STOCKTON
WORKNET CENTER**

• 135 W. Fremont Street
Stockton, CA 95202
948-7856

**CONWAY HOMES
WORKNET CENTER**

• 2633 Arizona St.
Stockton, CA 95206
946-1240

**GOODWILL
WORKNET CENTER**

• 129 South Grant St.
Stockton, CA 95202
466-2311

**CHDC
WORKNET CENTER**

• 2607 A Wigwam
Stockton, CA 95205
953-7350

**FREMONT FAMILY
WORKNET CENTER**

• 939 D St.
Stockton, CA 95205
953-7391
(Center opens at 3 p.m.)

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION



TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION

CALIFORNIA STATE UNIVERSITY

STANISLAUS-STOCKTON

612 East Magnolia Street
Stockton, CA 95202
(209) 467-5300

BACHELOR OF ARTS DEGREE

Child Development
Criminal Justice
History
Liberal Studies
Organizational Communication
Psychology
Social Sciences

BACHELOR OF SCIENCE DEGREE

Applied Studies
Business Administration
Nursing

CREDENTIALS

Elementary (CLAD/BCLAD)
Reading
School Administration
Secondary
(Single Subject Credential)

MASTERS DEGREES

Business Administration
Education Curriculum & Instruction Emphasis: Multilingual
Public Administration
Education Curriculum & Instruction Emphasis: Reading
Education Curriculum & Instruction Emphasis: School Administration
Social Work

ESCALON HIGH SCHOOL

1582 Yosemite Avenue
Escalon, CA 95320
(209) 838-7073

CERTIFICATE

Accounting
Agribusiness Community Classroom
Automotive Technology III
Computer Level III-Web
Computers- Level 2/ Word Perfect 6.0, Excel 5.0, Internet
Landscaping
Office Procedures
Tractor and Machinery

LINCOLN HIGH

6844 Alexandria Place
Stockton, CA 95207
(209) 953-8938

CERTIFICATE

Careers with Children
Computer Maintenance and Repair
Computer Networking
Culinary Arts
Office Training, Computerized
Retail Sales/Fashion Merchandising
Web Design

LINDBERGH EDUCATIONAL CENTER / MANTECA

311 E North Street
Manteca, CA 95336
(209) 825-3100

REGIONAL OCCUPATIONAL PROGRAM

Ag Metal Manufacturing & Construction
Automotive Technology
Banking & Financial
Career Office Training
Careers In Law Enforcement
Careers With Children
Computer Aided Drafting
Computer Operator – Cisco Networking
Computer Operator – Software Networking
Construction Technology & General Maintenance
Farm Management Skills
Fashion Merchandising
Merchandising & Sales Careers
Multimedia/Video Production
Web Design
Computer Repair

ADULT VOCATIONAL PROGRAMS

CERTIFICATE

Advanced Accounting
Automated Accounting – Windows 6.0/ Quickbooks Pro 2000
Automobile Mechanic/ Automotive & Small Engine Repair
Basic Accounting
Bus Driver – School
Cabinet Maker
Cafeteria Assistant

Combination Welder
 Windows 98/ Microsoft Office
 2000 Professional Suite
 Microsoft Publisher 2000
 Windows 98/ Microsoft
 Word 2000
 Beyond Windows and Microsoft
 Office Basics
 Introduction to the Internet
 Introduction to Navigating the
 Internet
 Introduction to Computers for
 Non-Native English Speakers
 Introduction to the Internet for
 Non- Native English Speakers
 Microsoft Excel/ Access
 Introduction to Microsoft
 Windows 98
 Macintosh Database
 (FileMaker Pro 4.0)
 Macintosh word Processing
 Quickbooks Pro 2000-
 Beginning/Advanced
 Floral Designer
 Medical Terminology I & II
 Medical Transcriber
 Nurse Assistant C N A
 General Office Practice
 Typist/ Keyboarding/
 Word Processing

LODI CAREER CENTER

421 South Pleasant Avenue
 Lodi, CA 95240
 (209) 331-7616

CERTIFICATE

Agriculture Sales And Service
 Automotive Technology
 Construction Technology
 Careers In Education
 Careers with Children
 Certified Nortel Administrator
 Computer Assisted Design/Drafting
 Computer Technician Service and Repair
 Criminal Justice Administration
 Dental Assistant
 Fire Science
 Graphic Design
 Hospital Health Occupations
 Health Professions
 Internet
 Medical-Dental Office
 Management
 Medical Terminology
 Pre-Certification for Nurse
 Assistant
 Computer Office
 Retail Sales & Fashion
 Merchandising
 Small Business Management
 Sports Medicine and Fitness
 Technician
 Banking Occupations

RIPON HIGH SCHOOL

301 North Acacia
 Ripon CA 95366
 (209) 599-4287

REGIONAL OCCUPATIONAL PRO- GRAMS

Advanced Computer Applications
 Ag CAD
 Ag Fabrication
 Careers With Children
 Off Campus/ROP/C. N. A./HHA

SAN JOAQUIN COUNTY OFFICE OF EDUCATION

8807 Thornton Road
 Stockton, CA 95209
 (209) 468-4800

CERTIFICATE

Biz Tech
 Warehousing
 Cosmetology
 Food Service
 Medical Assistant
 Medical Transcription

SAN JOAQUIN DELTA COMMUNITY COLLEGE

5151 Pacific Avenue
 Stockton, CA 95207
 (209) 954-5051

CERTIFICATE PROGRAM

Accounting
 Administrative Assistant
 Advanced Culinary Arts
 Agricultural Business
 Agricultural Business/Animal Science
 Agricultural Business/Plant Science
 Agriculture Mechanics
 Apparel Design
 Architectural Drafting: Engineering
 Option

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION (CON'T)

Architectural Drafting	Early Childhood Education Master	Machine Shop Technology
Auto Body Repair	Early Childhood Education Teacher	Medical Office Assistant
Auto Electric Technology	Education Aide	Merchandising
Automotive Master Technician	Electrical Technology	Mill Cabinet Technology
Automotive Master Technician, Apprenticeship Option	Electronics Technology	Mobile Intensive Care Nursing
Auto Mechanics Technology	Eligibility Worker	Municipal Clerk
Bank Customer Service	Electron Microscopy: Biological	Natural Resources Management
Bank Teller	Electron Microscopy: Crystalline	Network Software Technician
Banking and Finance	Emergency Medical Technician - EMT-I	Nurse Assistant
Basic Business	Emergency Medical Technician	Nursing (R.N.)
Basic Culinary Arts	Engineering Drafter: Technician	Office Management
Bookkeeping	Engineering	Ornamental Horticulture Floral
Carpentry Technology	Family & Consumer Sciences	Ornamental Horticulture Landscaping
Clothing Alterations and Fit	Family Day Care Provider	Ornamental Horticulture Nursery
Communications: Speech Language Pathology Assistant	Fashion Merchandising	Psychiatric Technician
Computer-Aided Drafter	Fire Science	Public Health Technician
Computer Operations	Fitness Specialist	Radiological Technology
Computer Programming	Fluid Power Automation Technology	Real Estate
Computer Science	General Office	Recreation Assistant
Computer Science Microcomputer Specialist Applications and/or Technical Emphasis	Heating & Air Conditioning	Refrigeration
Construction Management Technology	Help Desk	Retail Management
Correctional Science	Human Services Worker	Risk Management and Insurance
Data Entry	Human Services Worker - Gerontology and Family Abuse Specialists.	Small Engine Repair Technology
Dealer Technician	Industrial Technology	Small Business
Diesel Equipment Technician	Industrial Technology: Electrical Apprenticeship	Substance Abuse Counseleor
Diesel Automotive Equipment Technician	Industrial Technology: Mechanical Apprenticeship	Supervision and Management
Dietary Service Supervisor	Industrial Technology: Maintenance Apprenticeship	Tax Preparation
Distribution and Transportation Supervisor	Industrial Technology: Operations Apprenticeships	Traffic Shipping and Receiving Clerk
Early Childhood Education Assistant	Interior Design	Vocational Nursing
Early Childhood Education Associate	International Business	Web Database Programmer
	Transportation, Advanced	Web Developer
	Law Enforcement	Welding Technology
		Word Processing/Desktop Publishing

ASSOCIATE OF ARTS DEGREE

Agriculture
Business : General
Business : Specialized Certificate
Majors
Communications
Computer & Information Sciences
Engineering
Family & Consumer Sciences
Humanities
Liberal Arts and Sciences,
General
Natural Sciences
Natural Resources
Radiological Technology
Social Sciences, General
Technical Education
Vocational Nursing

ASSOCIATE OF SCIENCE DEGREE

Accounting
Agricultural Business/
Plant Science
Architectural Drafting
Computer Science
Communication Speech -
Language Pathology
Correctional Science
Culinary Arts
Engineering Technology
Fire Science
Fluid Power & Automation Technol-
ogy
Heating & Air Conditioning
Law Enforcement
Network Software
Office Management
Registered Nurse
Vocational Nursing

STOCKTON OFFICE SKILLS

37 W. Yokuts, Suite B-1
Stockton, CA 95207
(209) 472-2160

CERTIFICATE PROGRAMS

Automated Office Specialist
Bookkeeping
Medical Billing
Microcomputer Operator

TRACY ADULT SCHOOL

315 East 11th Street
Tracy CA 95376
(209) 831-5034

CERTIFICATE

Automobile Mechanics
Bus Driver/School
Combination Welder I and II
Computer Operator/Introduction
Design Technician
Electrical Technician (Basic Home
Electricity)
Industrial Truck Operator/
Forklift
Furniture Repair & Refinishing
Nursing Assistant
Typist -
Keyboarding I, 1a, 1b, 2a, 2b
Woodworking

TRACY JOINT HIGH SCHOOL

315 East 11th Street
Tracy, CA 95376
(209) 831-5034

REGIONAL OCCUPATIONAL PROGRAM

Automotive Technology
Child Care
Computer Repair & Network
Technicians
Computerized Accounting
Food Education And Service
Training
Applied General Office Skills
Landscape Management
Meat Processing
Office Skills

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION (CON'T)

LOCAL TRAINING PROVIDERS LISTED ON THE STATE OF CALIFORNIA ELIGIBLE TRAINING PROVIDER LIST:

ADVANTAGE LEARNING CENTER

1350 W. Robinhood Ave Ste. #5
Stockton, CA 95207
(209) 477-9831

CERTIFICATE

Computer Service & Repair
General Office /Customer Billing
Medical Assistant Administration

ANDON COLLEGE

1201 North El Dorado Street
Stockton, CA 95202
(209) 462-8777

CERTIFICATE

Dental Assistant
Medical Assistant
Medical Office Specialist
Therapy Health Technician

CALIFORNIA CAREER COLLEGE

977 West Center, Suite 3
Manteca, CA 95337
(209) 239-1700

CERTIFICATE

Property Management with Real
Estate Principles
Property Management without Real
Estate Principles

THIS IS FOR ON-SITE EMPLOYMENT ONLY:

Real Estate Mortgage Banking and
Finance

CALIFORNIA HUMAN DEVELOPMENT CORP.

2896 Teepee Drive
Stockton, CA 95205
(209) 235-2070

CERTIFICATE

Shipping & Receiving
W/Voc English
Shipping & Receiving
Truck Driving
Truck Driving
W/ Vocational English
Welding
Welding W/Vocational English

GOODWILL INDUSTRIES OF SAN JOAQUIN VALLEY, INC.

129 South Grant Street
Stockton, CA 95202
(209) 466-2311

CERTIFICATE

Janitorial Skills Training
Office Tech/Customer Service
Retail

HEALD COLLEGE

1605 East March Lane
Stockton, CA 95210
(209) 477-1114

CERTIFICATE

Accounting
Business Software Applications I
Business Software Applications II
Computer Business Administration
Computer Technology
Networking Technology

ASSOCIATE DEGREE

Accounting
Business Software Applications
Computer Business
Administration
Computer Business Administration
Computer Technology

HUMPHREYS COLLEGE

6650 Inglewood Ave
Stockton, CA 95207
(209) 478-0800

CERTIFICATE

Accounting Clerk
Exec. Admin Assistant
Executive Office Administration
Legal Assistant
Legal Office Clerk
Medical Administrative Assistant
Medical Office Clerk
Office Clerk
Paralegal Certificate

ASSOCIATE DEGREE

Executive Office Administration
Legal Office Administration I
Legal Office Administration II
Medical Office Administration I
Medical Office Administration II

BACCALAUREATE DEGREE

Exec. Office Administration

MTI COLLEGE

6006 N. El Dorado Street
Stockton, CA 95207
(209) 957-3030

CERTIFICATE

Clerical Specialist II
Clerical Specialist IV
Executive Secretary
Legal Secretary
Medical Assistant II
Medical Receptionist II
Medical Secretary (Assistant)
Microcomputer Specialist II
Microcomputer Specialist IV
Office Administration II
Office Administration IV

NETPRO COMPUTER TRAINING

2714 Country Club Blvd Ste E
Stockton, CA 95204
(209) 466-1841

CERTIFICATE

A-Plus Certification
M.c.s.e Certification
Net-Plus Certification

NATIONAL TRAINING INSTITUTE

1035 W. Robinhood Drive # 102
Stockton, CA 95207
(209) 472-0900

CERTIFICATE

Computer Service Technology
Telecommunications
Equipment Tech.

NEW HORIZONS

CLC OF STOCKTON

17036 S. Harlan Road
Lathrop, CA 95330
(209) 951-8500

CERTIFICATE

Internet Professional Program I
Internet Professional Program II
Internet Professional Program III
Microsoft Cert System Engineer
2000
Novell CNE 5

TRUCK DRIVING ACADEMY

405 W. Oak Street
Stockton, CA 95203
(209) 951-1819

LICENSE

Truck Driver Training

WESTERN PACIFIC

TRUCK SCHOOL

1002 N. Broadway
Stockton, CA 95205
(209) 465-1191

LICENSE

Advanced Tractor
Trailer Operator
Class B Commercial Driver License

TRAINING PROVIDERS

LOCAL PUBLIC INSTRUCTION (CON'T)

LOCAL APPRENTICESHIP PROGRAMS

INDEPENDENT ROOFING CONTRACTORS OF CA

Gaylord Nelson Adult Ed Center
2901 Arch Airport Road
Stockton, CA 95206
(925) 930-7704
www.ircc.org
roofpro@ircc.org
Roofer

MILL CABINET APPRENTICESHIP PROGRAM

San Joaquin Delta
Community College
5151 Pacific Avenue
Stockton, CA 95207
(209) 954-5230
www.deltacollege.org
rguantone@sjdc.com

OPERATING ENGINEERS APPRENTICESHIP

Local 33
1916 N. Broadway,
Stockton, CA 95205
(209) 943-2332
mmassie@occr@cs.com
Construction Equipment Operator
(CEO) Classification
Heavy Duty Repairman (HDR)
Classification

SAN JOAQUIN & CALAVERAS COUNTIES ELECTRICAL J.A. T. C.

1531 El Pinal Drive
Stockton CA 95205
(209) 462-0751
mccstkn@aol.com
Electricians

SJC/STANISLAUS AREA PLUMBERS, LOCAL 442

3935 Coronado
Stockton, CA 95204
(209) 464-4553
Plumbing & Pipefitting

SAN JOAQUIN VALLEY AUTOMOTIVE TRADES

Joint Apprenticeship Committee
121 E. Vine Street
Stockton, CA 95202
(209) 466-9591
www.deltacollege.org
rguantone@sjdc.com
Automotive Mechanic
Automotive Parts Clerk
Diesel Truck Mechanic
Farm Equipment Mechanic
Forklift Mechanic

LOCAL PRIVATE COLLEGE

UNIVERSITY OF THE PACIFIC

3601 Pacific Avenue
Stockton, CA 95211
(209) 946-2211

BACHELOR OF ARTS DEGREE

Art History
Art
Biological Sciences
Chemistry
Classics
Economics
English
Environmental Studies
Geology
Global Economic Relations
History
International & Regional Studies
International Environmental Policy
International Relations
Liberal Studies
Mathematics
Modern Language & Literature
Music Composition
Music Education
Music History
Music Management
Music Performance
Music
Philosophy

Sociology
Sport Sciences
Studio Art/Graphic Design

BACHELOR OF SCIENCE DEGREE

Biochemistry
Biological Sciences
Business Administration
Chemistry-Biology
Chemistry
Civil Engineering
Computer Engineering
Computer Information Systems
Computer Science
Economics
Electrical Engineering
Engineering Management
Engineering Physics
Geology
Geophysics
Mathematics
Mechanical Engineering
Physics

MASTER OF SCIENCE

Biological Sciences
Physical Therapy
Pharmaceutical Sciences

MASTER OF ARTS

Business Administration
Chemistry
Communication
Communicative Disorders

Education
Music Education
Music Therapy
Psychology
Sport Sciences

DOCTRINE DEGREE

Education
Philosophy- Chemistry
Certified
Substance Abuse Counselor

PROFESSIONAL DEGREE

Doctor of Pharmacy

WORKNET LOCATIONS

888.512.WORK (9675)
WWW.SJCWORKNET.ORG

CHDC WorkNet Center
2607 - A Wigwam Drive
Stockton, CA 95205
(209) 953-7350



Conway Homes WorkNet Center
2633 Arizona Avenue
Stockton, CA 95206
(209) 946-1215



Goodwill Industries WorkNet Center
129 S. Grant Street
Stockton, CA 95202
(209) 466-2311



Lodi WorkNet Center
631 E. Oak Street
Lodi, CA 95240
(209) 333-5319



Manteca WorkNet Center
1783 W. Yosemite Avenue
Manteca, CA 95336
(209) 825-1300



*San Joaquin Delta College
Satellite Center*
5405 N. Pershing Avenue
Stockton, CA 95207
(209) 870-7000



Stockton Worknet Center
850 N Hunter Street
Stockton, CA 95202
(209) 468-3500



Tracy WorkNet Center
213 W. 11th Street
Tracy, CA 95376
(209) 833-1018



Stockton Center
213 W. 11th Street
Stockton, CA 95202
(209) 948-7856



Fremont Family Center
939 D Street
Stockton, CA 95202
(209) 953-7391



***San Joaquin County Occupational Outlook
2002-2003***

APPENDIX A

- *Occupational Selection*
- *Detailed Statement of Program Methods*

OCCUPATIONAL SELECTION

Occupations for the studies were selected by a steering committee composed of area employers, union representatives, educators and trainers, in consultation with program staff. In general, the occupations selected met the following criteria:

1. The occupations were likely to be in demand based upon LMID projected increases in job opportunities due to economic growth and job turnover.
2. At least 70% of the occupations required two years or less of formal training.
3. At least 20% were non-farm blue-collar occupations (craft, operative, or laborer jobs)
4. Most of the occupations had the potential to provide a wage of at least \$7.50 per hour to experienced workers.

Each was defined in the *OES classification system and employed at least .1% of the wage and salary employment in San Joaquin County.

DETAILED STATEMENT OF PROGRAM METHODS

The study methodology has been established by LMID. The respective responsibilities of LMID and the Workforce Investment Board (WIB) staff are as follows:

OCCUPATIONAL SELECTION

LMID generates a list of potential occupations for selection. The local Workforce Investment Area, CalWORKs, ROC/P's, Community Colleges, and other entities administering vocational education and training funds are invited to participate in determining the occupations for which surveys will be conducted.

SAMPLE SELECTION

After the occupations are selected, LMID, via an automated sample selection process, provides EEDD with names and local addresses for a representative sample of firms which employ each occupation.

QUESTIONNAIRE DESIGN

Basic questionnaires, designed using a standard set of questions developed as a result of extensive research and development, are provided to EEDD by LMID. WIB staff develop local questions which are added to the basic questionnaire prior to the start of the survey. These local questions provide information to satisfy local interests and provide a clearer view of occupations in their labor markets.

SURVEY OPERATION

WIB staff conducts a survey of employers via mailing of questionnaires, personal phone calls and site visits. The survey is conducted according to standards which have been established to ensure that an adequate number of survey responses are available for analysis and that the information in the response is valid, complete and confidential.

DATA ENTRY

After questionnaires are received locally, WIB staff enter the data into a database for analysis and tabulation, adhering to preset standards of accuracy.

DATA TABULATION AND RESULTS

WIB staff prepares data analysis and final occupational summaries in a form appropriate for use in preparing occupational outlook reports and for use in a statewide database.

OCCUPATIONAL PROJECTIONS

LMID provides occupational projections which are generated to present estimates of current and projected employment in terms of absolute and percent changes over a five-year period. These projections are based, in part, on the information gathered by the WIB staff during this data collection process.

DISSEMINATION/WORKSHOPS

The results of the survey are disseminated to potential users in a workshop or series of workshops, follow up planning meetings, and information sharing activities provided by both LMID and the WIB.





***San Joaquin County Occupational Outlook
2002-2003***

APPENDIX B

- *Aptitudes*
- *General Education Development (GED)*
- *Guide for Occupational Exploration (GOE)*

Appendix B

APTITUDES

Aptitudes are the specific capacities or abilities required of an individual in order to facilitate the learning of some task or job duty. The following are the definitions of the ten aptitudes, followed by the tests used to measure by each aptitude.

G- Intelligence: General Learning Ability. (Based upon a weighted combination of subtests 05, 08, 10). The ability to “catch on” or understand instruction and underlying principles; the ability to reason and make judgments. General Learning Ability is closely related to doing well in school.

V- Verbal Aptitude: (Based upon the subtest 10). The ability to understand the meaning of words and use them effectively; the ability to comprehend language, to understand relationships between words and to understand meanings of whole sentences and Para figures.

N- Numerical Aptitude: (Based upon the weighted combination of subtests 06 and 08). The ability to perform arithmetic operations quickly and accurately.

S- Spatial Aptitude: (Based upon subtest 05). Ability to think visually of geometric forms and to comprehend the two-dimensional representation of three-dimensional objects. The ability to recognize the relationships resulting from the movements of objects space.

P- Form Perception: (Based upon a weighted combination of subtests 01 and 02). Ability to perceive pertinent detail in objects in pictorial or figureic material. Ability to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of lines.

Q- Clerical Perception: (Based upon subtest 03). Ability to perceive pertinent detail in verbal and tabular material. Ability to observe differences in copy. To proofread words and numbers, and to avoid perceptual errors in arithmetic computation. A measure of speed of perception which is required in many industrial jobs even when the job does not have verbal or numerical content.

K- Motor Coordination: (Based upon subtest 11). Ability to coordinate eyes and hands or figures rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and swiftly.

F- Finger Dexterity: (Based upon subtest 07). Ability to move finger, and manipulate small objects with fingers, rapidly or accurately.

M- Manual Dexterity: (Based upon subtest 09 & *SAGE). Ability to move hands easily and skillfully. Ability to work with hands in placing and turning motions.

E-Eye-Hand-Foot Coordination: (Based upon subtest 04). Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

C-Color Discrimination: (Based upon *SAGE). The ability to match or discriminate between colors in terms of hue, saturation, and brilliance. To identify a particular color or color combination from memory and be able to perceive harmonious or contrasting color combinations.

APTITUDE SUBTEST

G-Intelligence 05- Pattern Visualization, 08- Numerical Reasoning, 10- Word Meaning

V-Verbal Aptitude 10 Word Meaning

N-Numerical Aptitude 06- Computation, 08- Numerical Reasoning

S-Spatial Aptitude 05- Pattern Visualization

P-Form Perception 01-Object Identification, 02-Abstract Shape Matching

Q-Clerical Perception 03-Clerical Perception

K-Motor Coordination 11-Eye Hand Coordination

F-Finger Dexterity 07-Finger Dexterity

M-Manual Dexterity 09-Manual Dexterity

E-Eye-Hand-Foot Coordination 04-Eye-Hand-Foot Coordination & Sage

C-Color Discrimination SAGE

* System of Assessment
& Group Evaluation

GENERAL EDUCATION DEVELOPMENT (GED)

General Educational Development (GED) embraces aspects of education (formal and informal) which contribute to the worker's: (i) reasoning development and ability to follow instruction; (ii) acquisition of mathematical skills; and (iii) acquisition of language skills.

LEVEL REASONING DEVELOPMENT

- 6 Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Deal with nonverbal symbolism (formulas, scientific equations, figures, musical notes, etc.) in its most difficult phases. Deal with a variety of abstract and concrete variables. Comprehend the most abstruse classes of concepts.
- 5 Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions, interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.
- 4 Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- 3 Apply common-sense understanding to carry out instructions furnished in written, oral, or diagrammatic form. Deal with problems involving several concrete variables in or from standardized situations.
- 2 Apply common-sense understanding to carry out detailed but un-involved written or oral instructions. Deal with problems involving a few concrete variables in or from standardized situations.
- 1 Apply common-sense understanding to carry out simple one-or two-step instructions. Deal with standardized situations with occasional or no variables in or from standardized situations.

LEVEL MATHEMATICAL

- 6 *Advanced Calculus:* Work with limits, continuity, real number systems, mean value theorems, and implicit function theorems.
Modern Algebra: Apply fundamental concepts of theories of groups, rings, and fields. Work with differential equations, linear algebra, infinite series, advanced operations methods, and functions of real and complex variables.
Statistics: Work with mathematical statistics, mathematical probability and applications, experimental design, statistical inference, and econometrics.
- 5 *Algebra:* Work with exponents and logarithms, linear equations, quadratic equations, mathematical induction and binomial theorem, and permutations
Calculus: Apply concepts of analytic geometry, differentiations and integration of algebraic functions with applications.
Statistics: Apply mathematical operations to frequency distributions, reliability and validity of tests, normal curve, analysis of variance, correlation techniques, chi-square application and sampling theory, and factor analysis.
- 4 *Algebra:* Deal with system of real numbers; linear, quadratic, rational, exponential, logarithmic, angle and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference.
Geometry: Deductive axiomatic geometry, plane and solid; rectangular coordinates.
Shop Math: Practical application of fractions, percentages, ration and proportion, measurement, logarithms, slide rule, practical algebra, geometric construction, and essentials of trigonometry. Compute discount, interest, profit and loss, commission, makeup, and selling price, calculate surfaces, volumes, weights, and measures.
- 3 *Algebra:* Calculate variables and formulas; monomial and polynomials; ratio and proportion variables; and square roots and radicals.
Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles and properties of pairs of angles.
- 2 Add, subtract, multiply, and divide all units of measure. Perform the four operations with like common and decimal fractions. Compute ratio, rate, and percent. Draw and interpret bar figures. Perform arithmetic operations involving all American monetary units.
- 1 Add, and subtract two-digit numbers. Multiply and divide 100's by 2,3,4,5. Perform the four basic arithmetic operations with coins as part of a dollar. Perform operations with units such as cup, pint, and quart; inch, foot, and yard; and ounce and pound.

GENERAL EDUCATION DEVELOPMENT (GED) (CON'T)

LEVEL LANGUAGE DEVELOPMENT

6 & 5

Reading: Read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.

Writing: Write novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.

Speaking: Conversant in the theory, principles and methods of effective and persuasive speaking, voice and dictation, phonetics, discussion and debate.

4

Reading: Read novels, poems, newspapers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias.

Writing: Prepare business letters, expositions, summaries, and reports, used prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: Participate in panel discussions, dramatizations, and debates. Speak extemporaneously on a variety of subjects.

3

Reading: Read a variety of novels, magazines, atlases, and encyclopedias. Read safety rules, instructions in the use and maintenance of shop tools and equipment, and methods and procedures in mechanical drawing and layout work.

Writing: Write reports and essays with proper format, punctuation, spelling, and grammar, using all parts of speech.

Speaking: Speak before an audience with poise, voice control, and confidence using correct English and well-modulated voice.

2

Reading: Passive Vocabulary of 5,000-6,000 words. Read at a rate of 190-215 words per minute. Read adventure stories and comic books, looking up unfamiliar words in dictionary for meaning, spelling, and pronunciation. Read instructions for assembling model cars and airplanes.

Writing: Write compound and complex sentences, using cursive styles, proper end punctuation, and employing adjectives and adverbs.

Speaking: Speak clearly and distinctly with appropriate pauses and emphasis, correct pronunciation, variations in word order, using present, perfect, and future tenses.

1

Reading: Recognize meaning of 2,500 (two-or three-syllable) words. Read at a rate of 95-120 words per minute. Compare similarities and differences between words and between series of numbers.

Writing: Print simple sentences containing subject, verb, and object, and series of numbers, names and addresses.

Speaking: Speak simple sentences, using normal word order, and present and past tense.

GUIDE FOR OCCUPATIONAL EXPLORATION

The guide for Occupational Exploration (G.O.E.) is a system of classifications designed to assist counselors and individuals to realistically assess their abilities in relation to job requirements. The codes mean the following:

01 Artistic - Expressing ideas in creative ways.

02 Scientific - Collecting and studying data from the real world. Using the results to solve problems in medicine, life sciences, and natural sciences.

03 Plants/Animals - Working with plants and animals most often outdoors.

04 Protective - Using authority to protect people and property.

05 Mechanical - Using mechanical laws to solve real life, everyday problems.

06 Industrial - Repeating operations on physical objects in a factory setting.

07 Business - Detail Clearly defined and ordered tasks that require attending to details correctly.

09 Selling - Using a sales approach to get to others to take a point of view.

10 Humanitarian - Helping others with their mental, spiritual, social, physical or work related needs.

11 Lead/Influence - Leading others through activities, requiring a high level of language and math skills.

12 Physical - Performing Athletic or daring feats done in front of an audience.





***San Joaquin County Occupational Outlook
2002-2003***

APPENDIX C

- *Occupations with the Most Openings*
- *Occupations with the Greatest Absolute Job Growth*
- *Occupations with the Fastest Job Growth*

OCCUPATIONS WITH THE MOST OPENINGS IN SAN JOAQUIN COUNTY

(GROWTH PLUS SEPARATIONS) 1999–2006

<i>OES Code</i>	<i>Occupation</i>	<i>Number of Job Openings</i>
49023	Cashiers	2600
49011	Salespersons, Retail	2570
55347	General Office Clerks	1600
65008	Waiters and Waitresses	1510
97102	Truck Drivers, Heavy	1390
65041	Combined Food Prep and Service	1380
31308	Teachers, Secondary School	1350
19005	General Managers and Top Executives	1300
31305	Teachers, Elementary School	1140
98902	Hand Packers and Packagers	970
67005	Janitors and Cleaners Except Maids and Housekeepers	920
87102	Carpenters	900
79041	Laborers, Landscaping/Groundskeeping	880
65038	Food Preparation Workers	830
51002	First-Line Supervisor/Manager, Clerical Administration	790
32502	Registered Nurses	780
97105	Truck Drivers, Light	730
41002	First-Line Supervisor/Manager-Sales	700
55305	Receptionists, Information Clerks	660
31521	Teacher Aides, Paraprofessional	590
65026	Cooks-Restaurant	570
85132	Maintenance Repairers, General Utility	570
55338	Bookkeeping, Accounting Clerks	530
66008	Nurse Aides, Orderlies, attendants	530
49017	Counter and Rental Clerks	520
55108	Secretaries, General Except Medical or Legal	510
27305	Social Workers-Except Medical/Psychiatric	500
58023	Stock Clerks—Stockroom Warehouse	500
97947	Industrial Truck, Tractor Operators	500
65017	Counter Attendants—Food	490
87202	Electricians	490
93956	Assemblers, Fabricators—Except Machine, Electrical	490
49012	Stock Clerks-Sales Floor	460
53905	Teacher Aides & Educational Assistants, Clerks	450

<i>OES Code</i>	<i>Occupation</i>	<i>Number of Job Openings</i>
27308	Human Services Workers	420
49034	Demonstrators and Promoters	420
63017	Correction Officers, Jailers	420
85302	Automotive Mechanics	380
98312	Helpers-Carpenters and Related	380
49008	Sales Representatives, Non-Scientific Except Retail	340
63014	Police Patrol Officers	340
93914	Welders and Cutters	340
53102	Tellers	330
31311	Teachers-Special Education	320
92974	Packaging, Filling Mach Operators, Tend	320
81008	First-Line Supervisor/Manager-Production	310
98102	Helpers, Mechanic & Repair	300
81002	First-Line Supervisor/Manager-Mechanical, Repair	300
66011	Home Health Aides	290

‡

OCCUPATIONS WITH THE GREATEST ABSOLUTE JOB GROWTH

SAN JOAQUIN COUNTY 1999–2006

OES Code	Occupational Title	Jobs 1999	Jobs 2006	Growth 99–06	% Growth	Median Wage (New/Exp)	Last Studied
49023	Cashiers	4340	5390	1050	24.2%	\$7.60	2002
49011	Salesperson, Retail	5920	6940	1020	17.2%	\$8.50	2002
97102	Truck Drivers, Heavy	4650	55300	880	18.9%	\$12.00	2002
19005	General Managers & Top Executives	4010	4780	770	19.2%	\$17.82	2002
55347	General Office Clerks	3940	4700	760	19.3%	\$9.00	2002
31308	Teachers, Secondary School	2690	3370	680	25.3%	\$15.85	1997
98902	Hand Packers and Packagers	1780	2390	610	34.3%	\$7.25	2002
31305	Teachers, Elementary School	3330	3900	570	17.1%	\$17.90	1999
87102	Carpenters	1480	3900	560	44.8%	\$15.00	1998
63047	Guards and Watch Guards	1250	1810	460	36.5%	\$7.38	1998
97105	Truck Drivers, Light	2020	2520	500	24.8%	\$8.00	2002
41002	First-Line Sup/Mgr-Sales	2240	2720	480	21.4%	NA	NA
31521	Instructional Aide	1400	1860	460	32.9%	8.00	2002
65008	Waiters and Waitresses	2490	2940	450	18.1%	\$6.75****	2000
67005	Janitors, Cleaners, Except Maids	2850	330	450	15.8%	\$7.00	2002
32502	Registered Nurses	2810	3250	440	15.7%	\$20.00	1999
79041	Laborers, Landscaping/Groundskeeping	2040	2450	410	20.1%	\$8.25	2002
51002	First-Line Sup/Mgr, Clerk, Adm. Sup.	2390	2780	390	16.6%	NA	NA
65041	Combined Food Prep and Service	2280	2780	500	21.9%	\$9.05	2000
55305	Receptionists, Information Clerks	2050	2410	360	17.6%	\$9.00	2002
27305	Social Workers, Except Medical/Psych.	1510	1860	350	23.2%	\$10.10	2000
87202	Electricians	930	1260	330	35.5%	\$17.50	2002
53905	Teacher Aides & Ed. Assistants, Clerical	1240	1560	320	25.8%	N/A	N/A
66008	Nurse Aides, Orderlies, Attendants	1980	2300	320	16.2%	\$8.25	2000
97947	Industrial Truck, Tractor Operators	2170	2480	310	14.3%	\$9.00	2002
58023	Stock Clerks: Stockroom, Warehouse	1770	2070	300	16.9%	\$8.00	2002
93956	Assemblers, Fabricators, Except Machine	1450	1740	290	20.0%	\$8.00	2000
65026	Cooks—Restaurant	1390	1670	280	20.1%	\$7.50	2000
31311	Teachers, Special Education	820	1090	270	32.9%	\$22.92	2000

TABLE 4

OES Code	Occupational Title	Jobs 1999	Jobs 2006	Growth 99-06	% Growth	Median Wage (New/Exp)	Last Studied
49034	Demonstrators & Promoters	630	900	270	42.9%	NA	NA
49017	Counter and Rental Clerks	730	990	260	35.6%	\$6.00***	1997
49021	Stock Clerks-Sales Floor	1970	2210	240	12.2%	\$6.75	2000
85132	Maintenance Repairers, General Utility	1990	2230	240	12.1%	\$12.00 ^{nion}	2002
27308	Human Services Workers	890	1120	230	25.8%	\$10.55	2002
63017	Correction Officers, Jailers	940	1160	220	23.4%	\$12.87	1999
66011	Home Health Aides	620	840	220	35.5%	\$8.00	2000
55108	Secretaries, General	2630	2830	200	7.6%	\$9.21	2002
63014	Police Patrol Officers	720	910	190	26.4%	\$15.95	1999
65038	Food Preparation Workers	1550	1740	190	12.3%	\$6.25***	1998
98312	Helpers, Carpenters and Related	470	660	190	40.4%	\$15.64	1998
81005	First-Line Sup/Mgr-Construction	450	630	180	40.0%	N/A	N/A
85302	Automotive Mechanics	1090	1270	180	16.5%	\$11.54	2000
87402	Painters, Paperhangers, Construction	480	660	180	37.5%	\$12.00	2001
91321	Machine Forming Operators, Tenders	500	680	180	36.0%	\$9.50	2002
55338	Bookkeeping, Accounting Clerks	2700	2870	170	6.3%	\$12.20	2001
68038	Child Care Workers	670	840	170	25.4%	NA	NA
85902	Heating, AC, Refrig Mechanics	440	610	170	38.6%	NA	NA
93914	Welders and Cutters	890	1060	170	19.1%	\$11.14	1998
13002	Financial Managers	900	1060	160	17.8%	\$22.72	1999
21114	Accountants and Auditors	990	1150	160	16.2%	\$24.12	1999

EXCLUDES NEC (Not Elsewhere Classified) "ALL OTHER" CATEGORIES Source: Projections of Employment by Industry & Occupation 1997-2004 San Joaquin County, State Employment Development Department-Labor Market Information Division 2001.

**Wages indicated in "Median Wage, New W/Exp." column come from information provided by local employers is the median wage found under the section "Wages, New Hires, Experienced:"

***Effective January 1, 2002 California minimum wage increased to \$6.75 (California State Department of Industrial Relations

****This figure represents the median wage that can be earned by experienced new hires in this occupation; however many employees in this occupation earn tips or commissions in addition to or in place of this wage.

Source: Employment Development Department Labor Market Information Division "Projections and Planning Information" 1999-2006

OCCUPATIONS WITH THE FASTEST GROWTH

SAN JOAQUIN COUNTY 1999–2006

OES Code	Occupational Title	Jobs 1999	Jobs 2006	Growth 99–06	% Growth
25102	Systems Analyst Electronic Data Processor	230	370	140	60.9%
97923	Excavating, Loading Machine Ops	160	250	90	56.3%
67008	Pest Controllers & Assistants	190	290	100	52.6%
85702	Telephone, Cable TV Installers	240	360	120	50.0%
63047	Guards and Watch Guards	1250	1810	560	44.8%
87108	Drywall Installers	250	360	110	44.0%
25104	Computer Support Specialist	230	330	100	43.5%
49034	Demonstrators & Promoters	630	900	270	42.9%
87111	Tapers	140	200	60	42.9%
43017	Sales Agents—Selected Business Services	170	240	70	41.2%
87817	Fence Erectors	170	240	70	41.2%
98312	Helpers—Carpenters & Related	470	660	190	40.4%
81005	First-Line Sup/Mgr—Construction	450	630	180	40.0%
15017	Construction Managers	350	490	140	40.0%
85902	Heating, AC, Refrigeration Mechanics	440	610	170	38.6%
87102	Carpenters	1480	2050	570	38.5%
87311	Concrete & Terrazzo Finishers	390	540	150	38.5%
21902	Cost Estimators	260	360	100	38.5%
87808	Roofers	210	290	80	38.1%
87402	Painters, Paperhangers—Const	480	660	180	37.5%
31212	Health Assess & Treat Teachers, Postsec	240	330	90	37.5%
32302	Respiratory Therapists	190	260	70	36.8%
97938	Grader, Dozer, Scraper Operators	190	260	70	36.8%
87814	Structural Metal Workers	220	300	80	36.4%
91321	Machine Forming Operators—Metal, Plastic	500	680	180	36.0%
49017	Counter & Rental Clerks	730	990	260	35.6%
87202	Electricians	930	1260	330	35.5%

<i>OES Code</i>	<i>Occupational Title</i>	<i>Jobs 1999</i>	<i>Jobs 2006</i>	<i>Growth 99-06</i>	<i>% Growth</i>
66011	Home Health Aides	620	840	220	35.5%
87308	Hard Tile Setters	170	230	60	35.3%
98902	Hand Packers and Packagers	1780	2390	610	34.3%
31211	Health Diagnostics-Teachers, Postsec	180	240	60	33.3%
98315	Helpers-Plumbers & Related	180	240	60	33.3%
31521	Instructional Aides	1400	1860	460	32.9%
31311	Teachers- Special Education	820	1090	270	32.9%
89132	Sheet Metal Workers	340	450	110	32.4%
87502	Plumbers, Pipefitters, Steamfitters	380	500	120	31.6%
79017	Animal Caretakers-Except Farm	160	210	50	31.3%
66005	Medical Assistants	430	560	130	30.2%
53508	Bill & Account Collectors	170	220	50	29.4%
53123	Adjustment Clerks	550	710	160	29.1%
31321	Instructors & Coaches-Sports	320	410	90	28.1%
13017	Engineering, Math, Natural Science Mgrs	180	230	50	27.8%
68014	Amusement, Recreation Attendants	450	570	120	26.7%
63014	Police Patrol Officers	720	910	190	26.4%
91714	Metal Fabricators, Structural Metal Products	420	530	110	26.2%
53905	Teacher Aides & Education Assistants, Clerical	1240	1560	320	25.8%
27308	Human Service Workers	890	1120	230	25.8%
68038	Child Care Workers	670	840	170	25.4%
31308	Teachers-Secondary School	2690	3370	680	25.3%
27502	Clergy	200	250	50	25.0%

3



***San Joaquin County Occupational Outlook
2002-2003***

APPENDIX D

• *Labor Market Information Program Agencies in California*

LABOR MARKET INFORMATION PROGRAM AGENCIES IN CALIFORNIA

CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM (CCOIS)

LABOR MARKET INFORMATION (LMI) PROGRAM

Below is a list of the other agencies in the State that participate in the California Cooperative Occupational Information System (CCOIS). These agencies produce Occupational Outlook Labor Market Information reports similar to the Workforce Investment Board's (WIB) report for San Joaquin County. Organizations or individuals interested in obtaining reports can contact the agencies below or visit the State of California's Labor Market Information Division's (LMID) internet page @ <http://www.calmis.cahwnet.gov/>.

ALAMEDA

Oakland PIC
1212 Broadway Fl 3
Oakland, CA 94612
510-768-4409

ALPINE/EL DORADO/NEVADA/PLACER/SIERRA

Golden Sierra Job Training Agency
117 New Mohawk, Suite E
Nevada City, CA 95959
530-265-3201

AMADOR/CALAVERAS/MARIPOSA TUOLUMNE

Mother Lode Job Training Agency
19900 Cedar Road North
Sonora, CA 95370
209-533-3369

BUTTE/DEL NORTE/LASSEN/MODOC/ PLUMAS/SISKIYOU/TEHEMA/ TRINITY

Private Industry Council of Butte County
2075 Baldwin Ave
Oroville, CA 95966
530-538-7301

COLUSA/GLENN/LAKE/YUBA/SUTTER

North Central Counties Consortium
1215 Plumas St. Suite 1800
Yuba City, CA 95991
530-822-7145

CONTRA COSTA

Workforce Investment Board of Contra Costa Co.
2425 Bisso Lane #100
Concord, CA 94520
925-646-5239

FRESNO

Fresno Workforce Investment Corp.
2035 Tulare Street, Suite 203
Fresno, CA 93721
559-497-7877

HUMBOLDT

Humboldt Employment Training Division
930 6th Street
Eureka, CA 95501
707-441-4664

IMPERIAL

Workforce Investment Board
2995 South 4th Street Suite 101
El Centro, CA 92243
760-353-5050

INYO/KERN/MONO

Employers' Training Resource
2001 28th Street
Bakersfield, CA 93301
661-336-6849

KINGS

Kings County Job Training Office
120 North Irwin Street
Hanford, CA 93230
559-585-3538

LOS ANGELES

City of Long Beach Workforce Development Bureau
110 Pine Ave Suite 1100
Long Beach, CA 90802
562-570-7730

MADERA

Madera County Private Industry Council
209 East 7th Street
Madera, CA 93638
559-662-4500

MENDOCINO

Mendocino PIC
631 South Orchard Ave
Ukiah, CA 95482
707-467-5900

MERCED

Merced County Private Industry Training Dept.
1880 W. Wardrobe Ave.
Merced, CA 95340
209-385-7324

MONTEREY/SAN BENITO/SANTA CRUZ

Monterey County Workforce Investment Board
730 La Guardia Street
Salinas, CA 93902
831-759-6644

MARIN/NAPA/SOLANO/SONOMA

North Bay Employment Connection
1700 2nd Street Suite 378
Napa, CA 94559
707-259-8764

ORANGE

County of Orange Workforce Investment Board
1300 South Grand Bldg B 3rd Floor
Santa Ana, CA 92705
714-567-7370

RIVERSIDE

Riverside County EDA Job Training
1151 Spruce Street
Riverside CA 92507
909-955-3100

SACRAMENTO/YOLO

Yolo Co. Community Partnership Agency
1122 Del Paso Blvd.
Sacramento, CA 95815
916-263-5427

SAN BERNARDINO

San Bernardino Jobs &
Employment Services Dept.
1075 S. Mount Vernon Ave
Colton, CA 92324
909-872-1506

SAN DIEGO

San Diego Workforce Partnership
1551 4th Ave. Suite 600
San Diego, CA 92101
619-238-1445

SAN FRANCISCO

San Francisco County PIC
1650 Mission Street Suite 300
San Francisco, CA 94103
415-431-8700

SAN JOAQUIN

San Joaquin County Employment and Economic Development
Department (WorkNet)
850 North Hunter Street
Stockton, CA 95202
209-468-3500

SAN LUIS OBISPO

San Luis Obispo PIC
4111 Broad Street Suite A
San Luis Obispo, CA 93401
805-541-4117

SANTA CLARA/SAN MATEO

Sunnyvale NOVA Private Industry Council
505 W. Olive Avenue, Suite 550
Sunnyvale, CA 94086
408-730-7232

SANTA BARBARA

Co of Santa Barbara, Dept of Social Services
234 Camino Del Remedio
Santa Barbara, CA 93110
805-681-4650

SHASTA

Shasta County PIC
1220 Sacramento Street
Redding, CA 96001
530-246-7911

LABOR MARKET INFORMATION PROGRAM AGENCIES IN CALIFORNIA (CON'T)

STANISLAUS

Stanislaus County Department
of Education & Training
PO BOX 3389
Modesto CA 95353
209-558-2110

TULARE

Tulare County Workforce Investment
Dept
4025 West Noble Ave, Suite A
Visalia CA 93277
559-7135200

VENTURA

County of Ventura Workforce Administration
505 Poli Street
Ventura CA 93001
805-652-7601





SAN JOAQUIN COUNTY
OCCUPATIONAL OUTLOOK REPORT
2002-2003

San Joaquin County WorkNet is a workforce and economic resource for every job seeker and business person.

Employment, education and economic development services are available through WorkNet Centers, or over the internet.

This county-wide system is funded under the Workforce Investment Act of 1998. It coordinates employment, education and economic development for everyone.

To find out more call:

888.512.9675

We're always open on the internet
at:

www.sjcworknet.org

